

TRIDENT TECHNICAL COLLEGE

success starts here

Main Campus
7000 Rivers Avenue
North Charleston
843.574.6111



Palmer Campus
66 Columbus Street
Downtown Charleston
843.722.5500



Berkeley Campus
Highway 17-A
Moncks Corner
843.899.8000



Notice of Nondiscrimination

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation or gender identity. In compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. The college's ADA, Section 504 (Rehabilitation Act) and Titles VII and IX (Civil Rights Act) student coordinator is Leigh Davis Fickling. Please contact her for information about alternate communication methods and other services for students with disabilities. The coordinator can be reached at 843.574.6246 or TTY 843.574.6351.

2010-2011
STUDENT HANDBOOK & PLANNER

TRIDENT TECHNICAL COLLEGE

2010-2011 STUDENT HANDBOOK & PLANNER



TRIDENT TECHNICAL COLLEGE

www.tridenttech.edu



2010-2011 Student Handbook & Planner

Welcome to Trident Technical College.

The Student Services division has an important role to play in your experience at TTC. We are here to help you achieve your personal development and academic goals.

This Handbook provides information about many of the resources available at TTC. Use it to learn about the College's academic support programs, Internet and computer resources, student activities, financial aid, and other programs. The Student Code of Conduct and Academic Issues sections of the Handbook outline the College's expectations for student behavior in classes and campus buildings. The planning calendar will help you keep track of important dates and campus events. You will use the Handbook as a reference throughout the year.

We hope you enjoy your experience here at TTC! Student success is our mission.

Sincerely,

Elise Davis-McFarland, PhD
ASHA Fellow
Vice President for Student Services

Mission Statement

Mission:

Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

Vision:

Trident Technical College's vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

Values

- Student success
- Teaching excellence
- Individual worth
- Diversity
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

Role and Scope

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 12,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, agriculture, business, computer technology, engineering technology, health sciences, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs. TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction,

TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission May 27, 2008. Approved by the South Carolina Commission on Higher Education August 5, 2008.

TTC CREED AND CODE OF CONDUCT

TTC expects students to act in an adult manner, to take responsibility for their actions and to treat all students and employees with respect, even if they do not agree with other people's opinions and actions.

Trident Technical College is committed to the achievement of student success in an environment defined by civility and dignity. To that end, the College created a TTC Student Creed that clearly identifies expected behavior of all members of the College community. This creed is as follows:

As a Trident scholar, I PLEDGE TO

- Accept responsibility for my actions, language and attitudes.*
- Practice good manners and courteous behavior toward all that I encounter.*
- Respect the rights and property of others.*
- Demonstrate integrity in my academic pursuits.*
- Honor the nobility of learning and scholarship.*
- Recognize the value of diversity.*
- Promote good citizenship, common decency and universal harmony.*



TRIDENT TECHNICAL COLLEGE

Confidentiality of Student Records

Annual notice to students

Trident Technical College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides ways to protect the privacy of education records, and to establish as the right of students and parents or guardians of dependent students to inspect and to review their education records. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

Under the Act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students wishing to restrict publication of their student directory information must notify the Registrar's Office in writing.

Procedures to be used for compliance with the provision of the Act can be found in the Registrar's Office and the Vice President for Student Services Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office and the Vice President for Student Services Office.

Student Intellectual Property

Students retain ownership of projects produced for coursework completed at the College, to the extent that these projects are the result of student effort. However, projects that are initiated and/or funded by the College remain the property of the College. In all cases, the College reserves the right to use student-produced projects for instructional, promotional, and/or other academic purposes. (TTC Procedure 13-16-1)

DEGREE REQUIREMENTS AND COLLEGE POLICIES ARE SUBJECT TO CHANGE. STUDENTS ENROLLING FOR SUBSEQUENT TERMS SHOULD CONSULT THE TTC WEBSITE AT WWW.TRIDENTTECH.EDU FOR UPDATES.

ACCEPTANCE INTO A PROGRAM OF STUDY DOES NOT GUARANTEE REGISTRATION INTO COURSES THE COLLEGE MAY OFFER EACH SEMESTER IN THE PROGRAM OF STUDY.

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT BETWEEN TRIDENT TECHNICAL COLLEGE AND ITS STUDENTS, APPLICANTS FOR ADMISSION OR ANY OTHER PERSON. TTC RESERVES THE RIGHT TO CHANGE, WITHOUT NOTICE, ANY STATEMENT IN THE HANDBOOK. CHANGES SUPERSEDE PREVIOUS POLICIES ON THE SAME TOPIC.

TRIDENT TECHNICAL COLLEGE

7000 Rivers Avenue
P.O. Box 118067
Charleston, SC 29423-8067
www.tridenttech.edu
843-574-6111



TRIDENT TECHNICAL COLLEGE

Trident Technical College's Emergency Alert System (EAS) is used to communicate vital information to academic credit students and employees as quickly as possible before, during and after a campus emergency.

The Emergency Alert System (EAS) includes the following notification components:

EAS Mobile: Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must subscribe to receive messages. See directions below.)

EAS E-mail: E-mail alerts sent to e-mail accounts. (Students/employees must subscribe to receive e-mails. See directions below.)

EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.

EAS Web: Alerts posted on TTC's Web site (<http://www.tridenttech.edu/>) and on TTC's my.tridenttech student e-mail page (<http://start.my.tridenttech.edu/>).

EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

To subscribe to MIR3 go to the Trident Technical College MIR3 log-in page: <https://www.mir3.com/ttc/>

While there is no charge to subscribe to MIR3, your cell phone provider may charge a fee for delivery of text messages based on your calling plan.

Quick Reference TTC Public Safety	Emergencies: 843.574.6911 (6911 from a campus phone)
	Non-Emergencies: 843.574.6053
	Website: www.tridenttech.edu/publicsafety.htm

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
ACADEMIC AFFAIRS		
Vice President's Office	574.6057	100/210
ADMISSIONS OFFICE		
Berkeley	899.8063	BK/180
Main	574.6558	410/110
Palmer	722.5502	PL/121
AERONAUTICAL STUDIES	574-6795	920/816E
ALLIED HEALTH SCIENCES	574.6255	630/206
ALUMNI	574.6456	900/119
BIOLOGY LAB		
Main	574.6352	630/222B
Palmer	722.5525	PL/146
BOOKSTORE		
Berkeley	899.8064	BK/179
Main	574.6120	950
Palmer	720.5604	PL/141
BUSINESS OFFICE		
Berkeley	899.8064	BK/179
Main	574.6026	410/124A
Palmer	720.5604	PL/141
BUSINESS TECHNOLOGY	574.6252	200/102
CAREER AND EMPLOYMENT SERVICES		
Berkeley	899.8079	BK/178
Main	574.6119	940/D
Palmer	722.5516	PL/228
COMMUNITY, FAMILY & CHILD STUDIES		
Berkeley Campus	889.8013	BK/119
Main	574.6529	200/150
Palmer Campus	720.5602	PL/210C
COMPUTER LABS		
Berkeley Campus	574.6331	BK/144/146A
Main Campus	574.6331	920
Palmer Campus	574.6331	PL/250
CONTINUING EDUCATION		
Information	574.6022	910/142
Registration	574.6152	910/105
COOPERATIVE EDUCATION	574.6118	510/123

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
COSMETOLOGY LAB		
Berkeley		
Cosmetology Lab	899.8052	BK/170
Esthetics Lab	899.8075	BK/151
Nail Lab	899.8074	BK/158
Palmer		
Esthetics Lab	722.5505	PL/158
Nail Technology Clinic	722.5578	PL/239
COUNSELING AND CAREER DEVELOPMENT		
Berkeley	899.8079	BK/173
Main	574.6131	410/210
Palmer	722.5516	PL/226
CULINARY ARTS INSTITUTE OF CHARLESTON	820.5090	920/112
DENTAL HYGIENE CLINIC	574.6465	630/108
DESIRE-2-LEARN / DISTANCE LEARNING	574.6440	500/142
EDUCATIONAL OPPORTUNITY PROGRAMS		
EDUCATIONAL OPPORTUNITY CENTER		
Berkeley	899.8020	BK/183
Main	574.6291 or 574.6132	430
Palmer	722.5509	PL/112,114
EDUCATIONAL TALENT SEARCH	899.8085	BK/113
STUDENT SUPPORT SERVICES		
Student Support Services	574.6102	430
TTD (for the deaf and hearing impaired)	574.6351	
UPWARD BOUND MATH & SCIENCE	899.8005	BK130
VETERANS UPWARD BOUND	574.6870	700/127
ENGINEERING TECHNOLOGY	574.6115	700/122
FILM, MEDIA, VISUAL ARTS	574.6852	500/123
FINANCE AND ADMINISTRATION		
Vice President's Office	574.6198	900/214
FINANCIAL AID		
Berkeley	899.8053	BK/178
Main	574.6110	410/102
Palmer	720.5520	PL/122
HUMANITIES AND SOCIAL SCIENCES	574.6034	100/111
INDUSTRIAL TECHNOLOGY	574.6536	800/827

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
INFO LINE	574.6111	100/175
INFORMATION TECHNOLOGY		
Vice President's Office	574.6801	920/602
INTERNATIONAL EDUCATION	574.6567	100/145
LAW-RELATED STUDIES	722.5526	PL/156
LEARNING CENTER		
Berkeley	899.8079	BK/141B
Main	574.6409	920/211
Palmer	722.5516	PL/226
LEARNING RESOURCES		
Berkeley	899.8055	BK/177
Main	574.6089	510/156
Audio Visuals	574.6548	510/258
Circulation Desk	574.6095	510/152
Reference Desk	574.6096	510/158
Palmer	722.5540	PL/229
MASSAGE LAB	722-5542	PL/232
NURSING	574.6138	630/206
ONE STOP CAREER CENTER		
Trident Technical College	574.1818	Recruiting
ORIENTATION CENTER		
Berkeley	899.8079	BK/178
Main	574.6436	420
Palmer	722.5516	PL/226
PROJECT ASSIST	574.6525	700/101
PUBLIC SAFETY		
Berkeley	899.8071	BK/174
If no answer, dial:	574.6053	
Emergency	574.6911	
Main	574.6053	100/127
Emergency	574.6911	
Lost and Found	574.6053	
Crime Prevention	574.6911	
Palmer	722.5521	PL/145
If no answer, dial	574.6053	
Emergency	574.6911	

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
RECRUITMENT	574.6614	940
ACCESS & EQUITY	574.6771	940
REGISTRAR'S OFFICE		
Advanced Standing	574.6487 or 574.6828	410/110
Change of Major	574.6321	410/110
Enrollment Verification	574.6324	410/110
Grades	574.6421	410/110
Graduation	574.6523	410/110
Registration	574.6421	410/110
Transcripts	574.6324	410/110
TTC Express	574.6358	410/110
SCIENCE AND MATHEMATICS	574.6015	300/303
STUDENT ACTIVITIES	574.6012	410/130
STUDENT E-SERVICES HELPLINE	574-6999	
STUDENT SERVICES		
Vice President's Office	574.6010	410/220
Assistant VP, Student Services	574.6393	410/226
Dean, Student Development	574.6131	410/210
Dean, Enrollment Management	574.6125	410/226
STUDENT SUCCESS CENTER		
Berkeley	899.8079	BK/178
Main	574.6436	410/210
Palmer	722.5516	PL/226
TESTING SERVICES		
Instructional Testing	574.6632	410/202
Berkeley	899.8079	BK/178
Main	574.6410	410/202
Palmer	722.5516	PL/226
VETERANS ASSISTANCE	574.6105	410/102

Computer & Online Resources

TTC has a variety of computer labs on its three campuses. Many labs are open to all TTC students, faculty, and staff. Some labs, while open to all students, give priority to a particular curriculum. Others are reserved for specific classes. Academic printing in the open labs is available on a pay-to-print basis.

The e-Services Help Line number is 574-6999.

For complete lab names, hours, rules and locations go to Computer Labs under Academic Programs on TTC's Web site.

Web Resources for Students

As a TTC student, you have access to a variety of technology resources to support you in your learning process. All TTC students can access the following web resources from the TTC Web site, www.tridenttech.edu.

For log in/online assistance in my.tridenttech student email, TTC Express, and D2L courses call 574.6WWW. Students are expected to check their student e-mail weekly for important College information.

Due to the Family Educational Rights and Privacy Act (FERPA) only a student can initiate a student password reset request. Parents or guardians may not request a password reset on behalf of the student.

TTC Express - Online Registration & Records

TTC Express is your online access to your student records. Use TTC Express to:

- Register, drop or add classes
- Search for classes
- Print your class schedule
- Pay tuition and fees
- Submit online Financial Aid forms
- Apply for graduation

You can also view the following in TTC Express:

- Student payment account summary
- TTC admission application status
- Grades
- TTC transcript
- Placement test scores
- Financial aid status and award letter

To allow your parents or another person access to your student records, complete a "Release of Confidentiality" form in the Registrar's office.

my.tridenttech

TTC's student web portal provides non-instructional student email, club sites, announcements, message boards, calendars, and Google Docs. Read your student e-mail in my.tridenttech weekly or even more often. You will receive notices about payment deadlines, registration, financial aid awards and college events

Student E-mail

TTC students receive an official college e-mail account. TTC corresponds with students through the college's official student email system to confirm the student's identity and maintain the privacy and security of student records. TTC departments will only respond to student email requests for personal information through the College's official student e-mail account.

You can access your student email account from the student portal, my.tridenttech at www.tridenttech.edu. The College uses student e-mail to communicate important information to students about:

- Financial aid status
- Emergency closings
- Calendar updates
- Veterans' information
- Registration information
- College announcements
- Student activities and student organization events
- Confirmation of online payment of tuition and fees
- Notice of academic or financial aid warning, probation or suspension
- Graduation

Desire2Learn (D2L)

TTC's Desire2Learn (D2L) learning management system provides all instructional communications, content, assignments, and grades.

REMEMBER!!

- NON-INSTRUCTIONAL COLLEGE EMAIL IS AT MY.TRIDENTTECH.
- INSTRUCTIONAL EMAIL IS AT D2L

TTC Web Site - www.tridenttech.edu

View the most current information and updates from TTC departments and academic programs on the College's Web site. You can also view the TTC Catalog, Student Handbook, course schedules and course availability by term, course cancellations, student employment opportunities and more.

Library

Libraries provide a full range of print and electronic resources for instructional purposes. (Refer to the TTC web site at www.tridenttech.edu for hours of operation.)

Students may check out books from the library for two weeks and may renew them once for the same length of time if the books are not on hold. Students are required to show their valid TTC ID card each time they check out library materials.

Students may access the TTC, The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and the Charleston County Library catalogs both on campus or remotely using the library Web site. DISCUS & PASCAL funded databases and other online bibliographic and periodical databases are available on all TTC campuses and remotely through the library Web site. You must have a valid ID card (scanned once in the library initially) before you can access the subscription databases from off campus.

A valid TTC student ID card entitles you to check out library materials at The Citadel, College of Charleston, Charleston Southern University, Medical University of South Carolina and the Charleston County Library. ID cards for students, faculty and staff are available through Student Activities. Smoking, eating and using cell phones are prohibited in any TTC library location. Students may bring drinks into the library in a covered container. Students using TTC's campus libraries are expected to conduct themselves appropriately.

Children may not be taken into any TTC Library while the parent/guardian is studying or using library resources. They are not to be left unattended in any TTC library while parents are in class or involved in other activities.

TTC Bookstores

Bookstores at all campuses offer **extended hours** at the beginning of each semester. You may purchase textbooks, supplies, Graduation supplies, art supplies and a number of other specialty items.

Financial aid and VA book charges are available to eligible students for only a limited time at the beginning of each semester. The dates of the Financial Aid and VA book charge period appear on campus bulletin boards, and on the Financial Aid and Bookstore web sites each semester.

At the end of each semester, the Bookstore conducts a **book buy back** at Main, Berkeley, and Palmer campuses. Generally, the book-buy-back is in the last few days of the semester. Check the TTC Bookstore web site and campus bulletin boards, and read the College's publications for exact dates.

The Bookstore has a published **policy regarding the sale and return of textbooks**. You may pick up a copy of this policy at the Bookstore.

Telephone Locations

Outside emergency phones - TTC has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer campuses. These phones provide direct connection to the College's Public Safety office.

Inside campus wall phones - Campus phones located inside the halls and lobby areas of buildings also can be used to call Public Safety. Students may use campus phones to contact faculty and staff on all three campuses.

TTY phone services - TTY phone services for the deaf and hearing impaired are located at the Main Campus in Counseling and Public Safety and at the Palmer Campus in Public Safety.

Fees

As a state-supported institution, TTC bases its tuition and fees on appropriations granted by the South Carolina General Assembly. The tuition and fees charged by the College are directly affected by the action of the legislature and are therefore subject to change without notice.

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111. You also may obtain the current tuition rate by visiting the Business Office page at the College's web site: www.tridenttech.edu/businessoffice.htm.

Classification of Students

Full Time: A student enrolled for a minimum of 12 semester credit hours

Part Time: A student enrolled for 11.5 or fewer credit hours

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in courses totaling more than 18 semester credit hours, you must receive approval from your academic advisor, a department head or dean.

If you want a written statement verifying enrollment, contact the Registrar's office two working days after the end of the Drop/Add period.

Financial Aid Student Classification

Full time: 12 semester credit hours

3/4 time: 9 semester credit hours

1/2 time: 6 semester credit hours

Tuition and fees may be paid by cash, check, MasterCard, VISA, American Express or Discover.

Residency

Tuition is based on residency. TTC determines residency based on South Carolina Law and Commission on Higher Education regulations. Documentation may be required for proof of residency.

Senior Citizens

Legal residents of South Carolina age 60 or over who are not employed full time may enroll in a selected course the first day of classes on a space-available basis without paying tuition. Senior citizens need to contact the Business office prior to registration.

Student Insurance

The college provides student accident insurance for all curriculum students. Current information on coverage and claims processing is available through Public Safety.

All students in Allied Health Sciences and Nursing programs are required to carry professional liability and major medical insurance.

Fee Changes

Fees are subject to change, without notice by the TTC Area Commission.

Refund Policy

Refunds are made according to the refund schedule published in On Course and only when you officially withdraw through TTC Express or by submitting a Drop/Add or Withdrawal form to the Registrar's office or when a course is canceled by the college. Failure to attend class does not constitute withdrawal.

Refund Schedules are printed each semester in On Course or are available online on the Registration & Payment Calendar at http://www.tridenttech.org/5196_6188.htm

TTC provides a full refund for all courses dropped or a complete withdrawal from courses before the first day of classes.

NO REFUNDS ARE GIVEN FOR COMPLETE WITHDRAWAL OR COURSE WITHDRAWAL AFTER THE OFFICIAL REFUND PERIOD EACH SEMESTER.

Repayment of Federal Financial Aid

If you are receiving financial aid from Title IV federal funds (Pell, SEOG, ACG, Stafford loans) and you totally withdraw from college for any reason prior to attending 60 percent of the semester, TTC will determine if you are required to repay Title IV funds based on Title IV regulations. If payment is required, TTC will return funds to the federal government according to the federal guidelines.

The U.S. Department of Education instituted this new repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid).

A portion of financial aid funds will be returned to the appropriate federal program upon a recipient's total withdrawal from college. The amount returned is based on the percentage of enrollment completed for that semester and the amount of financial aid assistance considered earned.

- The number of calendar days in the enrollment period (semester) is divided into the number of calendar days the student completed for that semester.
- The amount of financial aid earned is equal to the percentage of the semester that was completed (up to the 60 percent point). If the student withdraws after the 60 percent point of the semester, the student will have earned 100 percent of financial aid funds received for that semester.

Veterans Tuition Payments

All veteran students with the exception of Chapter 31, Chapter 33, Vocational Rehabilitation and Employment or South Carolina state free tuition recipients are required to pay their tuition and fees by the deadline date published in TTC's On Course. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the Veterans Assistance Center on the Main Campus in Building 410 or call 843.574.6105 for additional information.

Veterans Refund

TTC processes the applications of those veterans, spouses and children of deceased or 100 percent disabled veterans, who are eligible according to the provisions established by the Department of Veterans Affairs and the State of South Carolina. The Department of Veterans Affairs may require repayment of overpayment situations resulting from a student withdrawing from a class prior to course completion. The Department of Veterans Affairs may waive overpayment situations if there are mitigating circumstances involved. Students receiving benefits that are processed by the TTC Veterans Assistance office are required to keep the TTC VA office informed of initial class registration and changes in their enrollment status immediately so that underpayment and overpayment situations can be avoided. Contact the Veterans Assistance office on the Main Campus (Bldg. 410) or call 843.574.6105 for additional information.

Debts Owed to the College

You will not be permitted to receive your graduation diploma, transcripts, current semester grades, or to register for the upcoming semester until all debts incurred at the College have been paid in full.

Payments and Account Balances

Payment Policy

When you register for the upcoming semester, you are required to pay the balance due on your account by the published payment due date. TTC must receive payment for the balance due by the published payment due date, or the College will remove your enrollment in courses for the next semester.

THE COLLEGE DOES NOT MAIL BILLS TO STUDENTS.

YOUR ACCOUNT BALANCE IS AVAILABLE IN YOUR TTC EXPRESS ACCOUNT.

The deadline for payment applies to all students with a balance due on their account, including students with financial aid if a balance due exists after financial aid has been applied.

If you enrolled during the Priority Registration period and your classes were removed for nonpayment, you may not be able to re-enroll until final registration day. There is no guarantee that you will be able to re-enroll in the original course sections that you selected.

Failure to pay the balance due by the published payment due date will result in your removal from all enrolled courses.

Account Balances

You are responsible for accessing your TTC Express account to determine the amount that you owe. The balance that you owe can be viewed by clicking on the Balance Due screen in TTC Express. If you applied for financial aid, the balance due amount is what you actually owe after all financial aid awards that you are eligible to receive have been applied to your account.

You will not receive a bill in the mail for tuition and fees due. Your grades, transcript, financial aid status and account balance can be viewed online using your TTC Express account. Go to www.tridenttech.edu.

Student Responsibilities

General Responsibility

As a student, you are responsible for being informed of all policies and procedures required to attend TTC, most of which are found in the TTC Catalog and the TTC Student Handbook/Planner. You may review all TTC's policies and procedures in the offices of the Registrar, Student Activities, Vice President for Student Services, and Counseling and Career Development Services. College regulations will not be waived because a student pleads ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification from the Registrar's office or an academic advisor.

Academic policies and procedures are subject to change. If changes occur, they will be published in the next Catalog, Student Handbook or Policies and Procedures manual, all of which can be accessed on TTC's Web site.

Placement Testing Changes

Entry-level placement test score requirements are subject to change.

Student Documents

As an applicant to TTC, you are responsible for making sure that all required documents are sent to the college by the appropriate deadlines.

All documents submitted to the College become the permanent property of TTC. Therefore, documents will not be copied for or distributed to students by the College.

Student Debts

The S.C. Tax Commission supports TTC by collecting any delinquent accounts or debts owed by former or current students from students' tax refunds.

The Setoff Debt Collection Act of 1988 allows the S.C. Tax Commission to assist any state agency in the collection of any delinquent account or debt. For more information, call 843.574.6565.

Returned Checks

If you give TTC a bad check to pay any fee, you will be assessed a service charge in accordance with current law and will be given 10 days to pay the fees and any penalty fee. During this 10-day period your classes may be canceled. If the check and service fee have not been paid within 10 days, TTC may take legal action to collect the check with court costs and fees added to the amount of the original check.

The Code of Laws of South Carolina provides for a fine of not less than \$50 or a term of imprisonment for drawing and uttering dishonored checks.

Disabilities-Related Needs

The College complies with relevant provisions of SEC 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. Appropriate, reasonable accommodations based on current medical and/or psychological documentation can be provided. If you need and qualify for these services, contact Services for Students with Disabilities at 843.574.6131 or TTY hearing-impaired phone 843.574.6351 for more information and assistance.

Communication To Students

Students are responsible for checking their student e-mail and TTC Express accounts on a regular basis for important college information about financial aid, payment deadlines, registration, college events and announcements.

The College corresponds with students through the college's official student e-mail system to insure students' identities and to maintain the privacy and security of student records.

Orientation Information

Orientation is an ongoing service at TTC. For your convenience, Orientation Centers are open on all three campuses Monday through Friday. No appointment is necessary – drop by when you are on campus.

New student orientation is an important part of getting started at TTC and is vital to your academic success. All new TTC students should attend. Each student receives a customized orientation because we want you to achieve your educational goals and have a positive experience. You receive one-on-one attention from an orientation leader, who answers general questions you may have about the College. The orientation leader also explains the various services at TTC and assigns your academic advisor.

Students may attend orientation after their admissions application has been processed and qualifying test scores (SAT or ACT) or TTC placement tests are on file or test requirements are waived. You do NOT need to be accepted to the College before attending orientation. Registration for the next semester begins at midterm, so the earlier you attend orientation, the better. Make an appointment with your academic advisor for help with selecting the correct courses and registering you for the times and days you wish to take classes. The longer you wait, the fewer choices you'll have with scheduling your classes.

ORIENTATION SERVICES FOR ALL NEW STUDENTS:

- View a campus-specific video
- Explore TTC's Web site
- Talk with an orientation leader
- Verify major – change major, if necessary
- Receive Placement Test retest pass, if appropriate
- Receive academic advisor assignment
- Receive important informational handouts
- Get answers to questions about TTC
- Learn about student rights and responsibilities

ORIENTATION SERVICES FOR NONDEGREE STUDENTS:

- New student orientation
- Transfer information – local area college catalogs and transfer notebooks with forms and current information
- Register for courses – Bring appropriate documents, if you need prerequisite overrides

Online Orientation

Orientation Services also provides an on-line orientation process for students who are unable to attend the on-campus orientation. Check the Orientation page under Current/Future Students at www.tridenttech.edu for availability information about the on-line orientation process.

Placement in Courses

OPTIONS AFTER TTC'S PLACEMENT TEST

TTC's Placement Test determines your academic preparedness for initial placement of students in courses.

TTC's Placement Test measures your current skill level in reading, writing and math. It is not a measure of ability or potential. Students who do not have qualifying SAT or ACT test scores or are not transferring a college-level math and/or English course to TTC will need to take all or part of TTC's Placement Test. The untimed test is taken on a computer at all three campuses. Students receive their test results immediately after test completion.

An Orientation leader can provide information about placement test scores in relation to courses you should take based on your placement test scores. If dissatisfied with your placement test scores, you are allowed one retest without Academic's approval. You can request a retest pass in the Testing, Counseling, or Orientation Centers. There is a fee for retesting, payable at the Business office. If you remain dissatisfied with your first retest scores, you may retest a second time if your test scores are within a specific retest range and with Academic's approval. An additional retest fee applies.

Assignment of Academic Advisors

Degree-seeking students are assigned academic advisors who not only advise students but are also full-time faculty in their program of study. Students in selected majors who need a reading course have an additional advisor in the Learning Center. Most advisors teach a full load of classes or in programs with a large number of lab or clinical courses. In addition to teaching, they serve on committees, are involved with course and program development, and must keep up with the technology and changes in the career field for which they are training students. Additionally, they often teach in more than one location.

Students who are undecided about their major are assigned a counselor who is knowledgeable about working with students in the career decision-making process. They work with students to choose a program of study. Students then return to the Orientation Center, change their major and are assigned a new advisor in their program of study.

It is important to contact academic advisors early for registration appointments. Because of the demand on their time, faculty and counselors manage their advising time carefully. In most cases, students will need to leave a phone message including name, phone number and time of day to contact. Additionally, students may e-mail their advisors. Students who have been to an Orientation Center can find their academic advisor's name and phone number in TTC Express under My Profile with a direct link to the advisor's e-mail at that same location.

Get a New Advisor When Changing Your Major

Students who want to change their major or add a dual major must submit a Student Major Update form to the Registrar Office on Main Campus, the Admissions Office on Berkeley or Palmer Campus, or the Orientation Center on any campus.

If you have completed orientation, you can call the Main Campus Orientation Center (843.574.6436) or e-mail an orientation leader to obtain the name of a new academic advisor. If you have not completed orientation, please visit an Orientation Center soon. Visit TTC's Orientation web site to find the e-mail addresses of orientation leaders.

Preparation for Registration

Steps for registration appear in this handbook under "The Registration Process".

Priority Registration begins at midterm for the next term. Students who are returning to TTC after not enrolling for several semesters should check with the Orientation Center to verify that they have a current academic advisor for their program of study.

Advisement for Nondegree Seeking Students

For most courses, nondegree-seeking students do not need an advisor's signature. However, many courses have prerequisites or skill requirements. To register for one of these courses you must have departmental approval if your TTC records do not show that you have met the prerequisites or skill requirements. You may be required to provide evidence of prerequisites, corequisites or skill requirements such as transcripts, grade reports or qualifying test scores. Nondegree-seeking students may register in the Orientation Centers or in the Registrar's office.

Returning to College

College skills courses are available to assist students who have been out of school for some time or have never developed the skills necessary to achieve academic success. Financial aid will pay for these courses for qualified students.

COL 103 – College Skills

This three-credit course covers study skills, life skills and an introduction to career exploration. Students learn note-taking techniques, test-taking skills, communication skills, problem-solving techniques, and life management skills such as time and stress management. In addition, TTC librarians teach an electronic library unit where students complete a hands-on activity to familiarize themselves with electronic database research.

COL 107 - Computer Literacy Skills for College Success

This course assists students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and web-based instruction and communication. (Nondegree credit)

IDS 101 – Human Thought and Learning

This course explores the principles, methods and applications of human thought and learning. Students study such topics as attention, information processing and problem solving.

Financial Aid

TTC's financial aid programs assist students who have financial need as determined by the federal government. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College. The total cost of attendance includes tuition, fees, books, supplies, room and board, and personal and transportation expenses.

A variety of financial assistance is available at TTC to help you with the cost of attending college. TTC's Financial Aid office assists prospective and current students and their families by

1. providing information about financial resources
2. assisting applicants with the application process for financial assistance
3. calculating an applicant's level of eligibility for financial assistance
4. awarding financial assistance based on an applicant's enrollment status
5. monitoring students' satisfactory progress each semester for continued eligibility for financial assistance programs. For more information, go to the TTC Financial Aid/VA Web site at <http://www.tridenttech.edu/>.

Financial aid awards occur on a yearly cycle. Each award year begins with the fall semester and ends with summer term. You must complete a new FAFSA each year prior to the semester you enroll to determine continued eligibility for financial aid.

Understanding Your Financial Aid Awards

Upon acceptance for admission to TTC and completion of your financial aid requirements, Financial Aid will notify you about financial aid awards. The award letter will list all financial aid and the terms and conditions of the award(s) based on full-time enrollment. Your award letter is available on TTC Express. You will receive updates on any changes, additions and/or corrections to your financial aid awards via student email.

If you apply for financial aid in time and are eligible, your tuition charges are subtracted from the financial aid awards you are eligible to receive (excluding

federal work-study awards). If you have sufficient funds after tuition charges, you may be able to pay for your books by charging them to your student account, and these charges apply to your remaining financial aid. After payment of tuition and any book charges, if any funds remain, the Business Office will mail a check to you for the balance.

Below is an example of how to read and understand your award letter. Remember - full-time enrollment is the basis for each award in your award letter, and is prorated to a lower amount based on your actual enrollment hours when you enroll below full-time.

Award Example* - Full-Time Enrollment			
	Total	Fall	Spring
Federal Pell Grant	\$5,350	\$2,670	\$2,675
Subsidized Loan	\$3,500	\$1,750	\$1,750
Federal Work-Study **	\$3,500	\$1,750	\$1,750
Actual Award Example* What you will actually receive if you enroll less than full-time at six (6) credit hours per semester .			
Federal Pell Grant		\$1,337	\$1,336
Federal Work-Study **		\$1,750	\$1,750
Subsidized Loan (est. net)		\$1,741	\$1,741
Actual Award Example* What you will receive if you enroll in less than full-time at three (3) credit hours per semester .			
Federal Pell Grant		\$669	\$668
Subsidized Loan		\$ 0	\$ 0
Federal Work-Study **		\$ 0	\$ 0

* If eligible for these awards

** Work-study is paid for actual hours worked. You may earn up to the work-study award amount.

Applying for Financial Aid

To apply for financial aid programs, complete the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (Fall through Summer) and is available to complete for the upcoming academic year after January 1. The FAFSA is available online at <http://www.fafsa.gov>. Write TTC's school code in the Release and Signature section of the FAFSA to send a copy of your FAFSA report directly to TTC.

TTC's school code is 004920

YOUR FAFSA INFORMATION DETERMINES YOUR FINANCIAL AID ELIGIBILITY

To complete the application, you will need a copy of your most recent federal tax returns and/or any documentation of untaxed income (e.g. SSI statement, disability income.) Two to three weeks after submitting the FAFSA, you and any colleges you identified will receive an electronic Student Aid Report (SAR). If corrections or additional information is required, you can submit it electronically on the web. Apply online at <http://www.fafsa.gov/>. It is important to respond promptly to any requests for corrections or additional information.

FEDERAL REGULATIONS REQUIRE THAT RANDOMLY SELECTED FINANCIAL AID APPLICANTS PROVIDE VERIFICATION OF ALL INFORMATION DOCUMENTED ON THE FAFSA. IF THE EDUCATION DEPARTMENT RANDOMLY SELECTS YOUR FAFSA INFORMATION FOR VERIFICATION, TTC'S FINANCIAL AID OFFICE WILL NOTIFY YOU IN YOUR STUDENT EMAIL ACCOUNT TO SUBMIT A VERIFICATION WORKSHEET, SIGNED FEDERAL INCOME TAX FORMS AND DOCUMENTATION OF UNTAXED INCOME.

Once you complete all verification requirements, TTC's Financial Aid Office will notify you about the specific amount of financial aid you are eligible to receive.

Information for Families Affected by Current Economic Downturn

The recent downturn in the U. S. economy may present you with unanticipated questions and possibly with unexpected financial challenges. If you have concerns about financial assistance for this or future academic years, TTC's Financial Aid Office is working diligently to provide all TTC students with the maximum amount of financial aid available. Families whose financial situations have changed

dramatically since submitting the FAFSA for this academic year may now be eligible for additional resources not previously received because of the earlier FAFSA application information. Contact the FA office about any dramatic changes in your financial resources.

Financial Aid and the Transfer Student

- Financial aid awards do not transfer from one college to another.
- Students must request a FAFSA release for any new college.
- Students transferring to TTC must request a duplicate Student Aid Report (SAR) at <http://www.fafsa.ed.gov> if TTC has not received the FAFSA results. The TTC code is 004920.
- It is the student's responsibility to notify the Financial Aid office about attendance at another college or university.

Priority Dates

Priority dates to complete financial aid are identified and published each semester and are in this handbook. You should apply for financial aid by completing your FAFSA and having it sent to TTC prior to the semester in which you plan to enroll. Submit any documents requested to the TTC Financial Aid Office as soon as possible after the request. The financial aid you are eligible to receive will be available prior to the beginning of the semester when you plan to enroll if you apply by the priority date. If you submit your FAFSA after the published priority date, be prepared to pay your tuition and fees and purchase your books by the payment deadline for the semester. The Financial Aid office will process your FAFSA in the order received. You will receive a reimbursement based on your level of eligibility for financial aid.

Types of Financial Aid

Financial assistance programs offered at TTC include federal programs under Title IV funds and state grants and scholarships. Federal financial assistance includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal College Work-Study, and student loan and parent loans. State financial assistance programs include lottery funded tuition assistance, the LIFE Scholarship and the South Carolina Need-Based Grant. For more information, visit the TTC Financial Aid/ Veterans Affairs Web site at <http://www.tridenttech.edu/> or the TTC catalog.

TTC Scholarships

Trident Technical College and the TTC Foundation offer a number of scholarships provided by area individuals, businesses, civic organizations and nonprofit groups. Awards are competitive based upon the stated criteria, and the TTC Scholarship Committee selects the most qualified recipients. Awards are based on availability of funds and do not require repayment. More information about scholarships and the scholarship application are on TTC's Web site (www.tridenttech.edu) under Current/Future Students.

Eligibility for Financial Aid

Eligibility for federal (and some state) financial assistance awards requires:

- A high school diploma, its equivalent or meeting Ability to Benefit regulations
- Enrollment in a program of study that is eligible for federal financial aid awards.
- No default on any prior student loans
- Not in repayment on any Federal Pell or SEOG grant
- Satisfactory academic progress in credit courses as defined by TTC
- A valid financial aid application (FAFSA)
- U.S. citizen or eligible non-citizen
- A valid Social Security number
- Compliance with Selective Service registration
- Demonstrated financial need except for some loans, scholarships and Lottery Tuition Assistance.

Federal Financial Aid Penalties for Drug Law Violations

It is the law! You might not be able to receive federal student aid if you have been convicted of selling or possessing illegal drugs. If the drug offense for which you were convicted occurred while you were receiving federal student aid (grants, loans, and/or work study). If you have been convicted in the past, this does not automatically mean that you are ineligible for federal student aid. The worksheet at <http://www.fafsa.gov> will help you determine your eligibility. You should complete and submit your FAFSA even if you are not eligible for federal student aid. You may be eligible for aid from other sources.

Eligibility for Financial Aid Under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you may be able to qualify for Title IV funds in TTC programs approved for federal financial aid that do not require high school graduation. This would require that you take TTC's placement test, as an Ability to Benefit test and achieve the minimum scores established by the U.S. Department of Education in reading, writing skills and pre-algebra. Effective the 2009-2010 academic year, students that do not have a high school diploma or its equivalency and opt not to take the Ability to Benefit Test, can take up to six credit hours of college level course work at an out-of-pocket expense to meet Federal eligibility requirements for funding. Some programs of study are not available under the Ability to Benefit eligibility requirements. Testing Services administers the placement test on Main, Palmer and Berkeley campuses.

Your Financial Aid Status

As long as you meet **Satisfactory Academic Progress (SAP)**, you are in good standing. If your status changes because of your grades or progression rate through your academic program, TTC will notify you by email through your TTC student email account after grade processing each semester. This email cannot be sent to you until after grades are posted for any given semester. However, it is ultimately YOUR responsibility to know your FA eligibility status. If you do not understand the SAP policy, you should make an appointment with a financial aid or veterans' assistance officer or go to the Financial Aid Customer Service in the Student Center on Main Campus, the Admissions area at the Palmer Campus or in the Student Success Center at the Berkeley Campus. Lottery Satisfactory Academic Progress (SAP) is reviewed once a year at the end of the summer term. Once a student has attempted 24 credit hours, the student must maintain a 2.0 or better for continued eligibility. If the student does not maintain the 2.0 or better after attempting 24 credit hours, the student's Lottery SAP status changes to Lottery unsatisfactory and the student will be ineligible for lottery funding an entire academic year.

Your original award letter amounts indicate full-time enrollment for the academic year. If you enroll below full time, your award prorates based on your actual hours enrolled. Your enrollment status is determined at the end of the drop/add period for each semester. Adjustments to your awards, including cancellation of aid, are based on your enrollment status at the end of the drop/add period.

Enrollment Status	Enrollment Requirement
Full time status	At least 12 credit hrs
Three-quarter status	9 to 11 credit hrs
Half-time status	6 to 8 credit hrs
Less than half-time status	1 to 5 credit hrs

Financial Aid and the Never Attended Process

Faculty report students who register for a course(s) but never attend. These students are removed from that class roster. A never-attending student's financial aid awards may adjust or cancel depending upon the student's final enrollment status after removal of never attended courses for the semester.

Financial Aid – Eligible Programs of Study

You must enroll in an eligible program of study to receive any type of federal aid. Some certificate programs are ineligible for federal aid. General Education Development (GED) and Continuing Education courses are not eligible programs. Audit classes are not eligible for financial aid. You receive awards only for those courses required for graduation or as prerequisites for courses required in your program. All associate degrees are automatically eligible for financial aid. The list of diplomas and certificate programs NOT eligible for financial aid are listed on the TTC's Web site at <http://www.tridenttech.edu/>.

Repayment of Federal Financial Aid Funds

If you have financial aid and withdraw from ALL your classes OR stop attending ALL classes before 60% of the semester, you may have to repay a portion of your financial aid funds to the federal government. You may also owe funds back to Trident Technical College.

The US Department of Education requires students to attend classes for at least 60% of the semester in order to qualify for the full amount of aid. If you withdraw from all classes prior to the 60% completion period, you may have to pay back the unearned funds to the federal government. You may also have to repay unearned funds to TTC. You will be ineligible to receive any future financial aid at any college or university until you repay the funds. You will be unable to continue attending TTC until you pay the balance owed.

Financial Aid Definitions

Cost of Attendance (COA) The total costs for attending a specific college, usually expressed as a yearly figure. COA includes tuition and fees and allowances for books, supplies, room and board, personal and transportation.

Course Completion Rate (CCR) The Course Completion Rate is a specified number of credit hours which you must complete in a semester to remain in good standing based on the number of hours you attempt.

<i>If you are attempting:</i>	<i>You must complete at least:</i>
12 or more hrs	9 hours
6-11 hours	6 hours
1-5 hours	all hours

Default Failure to repay a loan according to the terms agreed to when you signed a promissory note

Eligible program A course of study that leads to a degree, diploma or certificate and meets the U.S. Department of Education's requirements as an eligible program

Expected Family Contribution (EFC) The amount you and your family should contribute toward your education based on your FAFSA information. The EFC appears in the upper right-hand corner of your Student Aid Report (SAR). Your

SAR is the document you receive after you complete the Free Application for Federal Student Aid (FAFSA).

FAFSA Free Application for Federal Student Aid. Form to be filled out to begin the process for requesting financial aid. TTC's school code is 004920.

Federal Direct Student Loan The Federal Direct Student Loan is a low interest college loan made by the Department of Education. To determine eligibility, students must complete the FAFSA, a Loan Request and a Master Promissory Note: The Financial Aid office will counsel students as to the type of loan for which they are eligible and the amount they may borrow. Before a loan is certified, the student must complete an online entrance loan counseling session. Upon graduation or ceasing to be enrolled at least half time, the student must complete an online exit loan counseling session.

- **Subsidized Loan** The federal government pays the interest while you are in school. You begin repayment and interest begins six months after you graduate or cease at least half-time enrollment.
- **Unsubsidized Loan** Interest begins when you receive the loan

Federal Pell Grant The Federal Pell Grant provides grants for students attending college who have not previously received a baccalaureate degree. A student's resources identified on the FAFSA factor into a Department of Education formula to determine the student's eligibility

Federal Supplemental Educational Opportunity Grant (FSEOG) – FSEOG awards are dependant on financial need remaining after Pell Grant awards.

Federal Work-Study Program (FWS) The FWS is a program that provides part-time jobs on campus for eligible students to help with educational expenses. Since positions are limited, students should apply early. Applicants must complete the FAFSA and Application for Federal Work-Study. Students generally work up to 20 hours/week based on financial need.

Grants and Scholarships – Financial aid that does not require repayment. A student's level of financial need determines the grant amount. Scholarships usually involve academic merit criteria.

Loan – Borrowed money that must be repaid with interest. Maximum loan amounts depend on the student's status in school and financial need.

Lottery Tuition Assistance Program (LTA) – South Carolina created the Lottery Tuition Assistance Program (LTAP) to supplement financial assistance to students attending two-year public or independent colleges in the state and is not based on need. Lottery-funded tuition assistance is determined from the FAFSA. You must be a South Carolina resident and enroll in at least six credit hours. Lottery award amounts fluctuate according to credit hours of enrollment and availability of state funds. LTA is not available to assist with book expenses. Students who have attempted 24 or more hours must have a minimum 2.0 cumulative GPA to receive lottery funding.

Personal Identification Number (PIN) – Students receive a FAFSA PIN number by applying on line at www.pin.ed.gov. Both the student and parents can apply for a PIN. The PIN allows you to sign your FAFSA electronically and your promissory note for student loans.

Promissory note – A binding legal document that a student signs to receive a student loan that lists the conditions for borrowing and the terms required to pay back the loan.

Satisfactory Academic Progress (SAP) To be eligible to receive financial aid, you must maintain satisfactory academic progress toward a degree, diploma or certificate.

Selective Service Registration Required by law, males must register with the Selective Service to receive most types of federal and state aid.

South Carolina Free Tuition (SCFT)

1. **Free Tuition for Children of Policemen, Firemen or other Emergency Services Personnel(SCFT)**– A child of a deceased or 100 percent disabled policeman, fireman or other emergency services personnel may be eligible for this benefit. The parent's death or disability must have been in the line of duty. This statute pertains to all town, city, municipality, county or state agency. The TTC Veterans Assistance Office will assist you with your application.

- 2. Free Tuition for Children of Certain War Veterans** - A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any county Veterans Affairs office or write The Governor's Office, Division of Veterans Affairs, 1205 Pendleton Street, Columbia, SC 29201.

South Carolina Need Based Grant (SCNBG) - The SCNBG is designed to provide additional financial aid to South Carolina's neediest students to attend public or independent colleges or universities. To be eligible, a student must have been a S.C. resident for the past 12 months.

Student Aid Report (SAR) - Lists all the information you reported on your FAFSA. It will contain your expected family contribution (EFC).

Managing Your Finances - Budgeting Basics

Step 1: Figure Out What You Have

- Add up all your sources of income, including student grants, scholarships, loans, Work-Study income, income from part-time job and parent contribution.

Step 2: Figure Out What You Need

- Add up your tuition and living expenses.
- Estimate cost of books and supplies.
- Estimate cost of food, utilities, transportation, etc.
- Remember to include only things you need, not want.

Step 3: The Moment of Truth

- Compare your monthly income to your monthly expenses.
- If you don't have enough income to cover your expenses, figure out where you can cut corners.
- If you have extra, then add in the "want" items, such as entertainment.

Checklist and Helpful Hints

- ☐ Complete all federal and state tax returns as soon as possible after January 1 and keep a copy.
- ☐ Complete the FAFSA at <http://www.fafsa.ed.gov/> (Title IV school code for TTC is 004920). A link to FAFSA on the web is on TTC's website
- ☐ Respond quickly to all information requests made by the Financial Aid office and the FAFSA Processing Center.
- ☐ Keep copies of all financial aid documents including application, loan promissory notes, etc. Record any contact made with the Financial Aid office, including the date and with whom you spoke.
- ☐ Clearly print your name and Social Security number or TTC ID on all information submitted to TTC's Financial Aid office.
- ☐ Remember to reapply for financial aid each year. The FAFSA must be resubmitted annually. The award year begins with fall semester and ends after the summer term.

ALL COMMUNICATION FROM THE FINANCIAL AID OFFICE IS VIA TTC EXPRESS AND STUDENT EMAIL
All Financial Aid online submittal forms are accessible via TTC Express.

Keeping Your Financial Aid/VA Educational Benefits

This section contains helpful information about financial aid and veteran educational benefit awards. **Students and parents should completely read this section.** The contents are subject to change without notice because of changing federal and state legislation.

COMMUNICATION WITH STUDENTS
Trident Technical College provides an email account to all students. It is extremely important that you maintain your TTC student email account. **It is your responsibility as a student to check your TTC student email account frequently to retrieve official TTC communication.**

Financial Aid sends emails to students' about "missing or incomplete financial documents," and "information concerning financial aid award packages" which will instruct you to log into TTC Express to review your current financial aid status. In some circumstances, there may be additional information needed to complete the financial aid file.

FINANCIAL AID AND WITHDRAWING FROM ALL CLASSES OR SCHOOL

If you have financial aid, and withdraw from ALL your classes OR stop attending ALL classes before the 60% completion period, you may have to pay a portion of your financial aid funds back to the federal government. You may owe funds back to Trident Technical College (TTC).

The US Department of Education requires students to attend classes for at least 60% of the semester in order to qualify for their full amount of aid. If you withdraw from all classes prior to the 60% completion period:

- You may have to pay back the "unearned" funds to the federal government.
- You will also have to repay "unearned" funds to TTC.
- You will be ineligible to receive any future financial aid at any college or university until you repay the debt.
- You will not be able to continue to attend TTC until you satisfy the debt owed to the College either by paying all of the funds or making arrangements to carry your balance forward into another term.

60% dates for 2010-11:

- Fall 2010 - October 27, 2010
- Spring 2011 - March 15, 2011
- Summer 2011 - July 18, 2011

It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes prior to the 60% completion date.

FINANCIAL AID/VETERANS ASSISTANCE/ S.C. STATE FREE TUITION STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Standards of Satisfactory Academic Progress (SAP) are based on federal and state guidelines. Once you receive Financial Aid, Veteran Educational Benefits Assistance, and/or S.C. State Free Tuition; SAP determines if you can continue to receive these types of student aid.

HOW DO YOU KNOW YOUR STATUS?

As long as you meet SAP, you are in "satisfactory standing." If your status changes, the College emails your TTC student email account after grades are posted for a semester. However, it is ultimately YOUR responsibility to know your FA eligibility status. If you do not understand the SAP, contact the FA/VA office immediately.

IMPORTANT REMINDERS

1. You may NOT use FA/VA educational benefits to pay for:
 - Audited courses
 - Credit hours earned through advanced placement or challenge testing
 - Non-credit coursework
 - More than two attempts of ANY course*
2. You may use FA/VA educational benefits to pay for developmental studies courses that begin with a zero, but only when they are taken within the first 30 hours of courses attempted. These courses will count toward your Standards of Progress (SAP) Course Completion Rate (CCR). Developmental courses that begin with a 0 do not affect SAP GPA calculations. Courses that begin with 1 or 2 do affect SAP GPA calculations.
3. Financial aid does not pay for developmental studies courses (courses that begin with a zero) after the first 30 hours of credits have been taken.

* Contact the VA office, on the Main Campus, for information concerning VA/ SCFT course attempts.

Important Things to Know About Satisfactory Academic Progress (SAP) for Financial Aid

BASICS:

1. The financial aid year begins with the fall semester and then includes the following spring and summer.
2. Financial aid can be used to pay for only two attempts of any course. Contact the TTC VA Office for VA/SCFT course attempts information.
3. Ws help protect your Grad Point Average(GPA). Ws hurt your Course Completion Rate (CCR). Fs hurt your GPA and your CCR.
4. Developmental course work qualifies for financial aid within the first 30 hours of courses attempted. These credits will be counted toward hours attempted and completed but will not affect the term GPA or cumulative GPA.

YOU are RESPONSIBLE for:

1. Knowing and understanding the financial aid rules and guidelines.
2. Knowing your eligibility status at all times.
3. Successfully completing the Free Application for Federal Student Aid (FAFSA) form to apply for ANY financial aid to include the South Carolina Lottery-Funded Tuition Assistance.
4. Reapplying for financial aid EVERY year by successfully completing a new FAFSA.
5. Completing your certificate, diploma or degree program within 150 percent of the time prescribed for the program. (For more information on the 150% rule speak to your Financial Aid officer)
6. Meeting BOTH the Grade Point Average (GPA) and CCR (Course Completion Requirements) measures of the Satisfactory Academic Progress (SAP) to stay eligible for financial aid.
Meeting Satisfactory Academic Progress (SAP) requirements BOTH the Grade Point Average (GPA) and Course Completion Requirements (CCR):
If you do not improve your standing after a warning and probation, your aid eligibility will be suspended.
There are only two ways to regain your eligibility.
 1. Complete six hours in a single semester, at your expense, with a semester GPA of 2.0 or better.
 2. If you feel special circumstances caused you to be suspended, you may appeal to the College's Suspension Appeal Committee.

REMEMBER:

1. If you are on probation, and your cumulative GPA is less than 2.0, you will remain on probation as long as your current semester GPA is at least 2.0 and you meet CCR.
2. If you are on probation, and your current semester GPA is less than 2.0, you will remain on probation, as long as your cumulative GPA is at least 2.0 and you meet CCR.
3. The Suspension Appeals Committee seldom—if ever—considers "I didn't know" and "I didn't ask" to be special circumstances..

Standards of Satisfactory Academic Progress (SAP)

The chart below applies to the following types of Financial Aid:

- Federal**
- Pell Grant
 - Direct Stafford Loan
 - Supplemental Educational Academic Competitiveness Grant (ACG)
 - Opportunity Grant (FSEOG)
 - Work-Study (FWS)
- SC State**
- National Guard College Assistance Program

Related to	Financial Aid Standing			
	Satisfactory	Warning	Probation	Suspension
Grade Point Average (GPA)	Current term GPA is at least 2.0 AND You were not on Suspension for your most recent prior semester	The first semester your current term GPA is below 2.0 after being in Satisfactory Standing AND You were not on Suspension for your most recent prior semester	The second consecutive semester your current term GPA is below 2.0 OR Your most recent prior semester standing was Suspension	The third consecutive semester your current term GPA is below 2.0 AND Your cumulative GPA is below 2.0
Course Completion Rate (CCR)	AND During your current term you earned a "D" or better in: At least 9 credit hrs. (if you attempted 12 or more) At least 6 hours (if you attempted 6 to 11 hours) All hours (if you attempted less than 6 hours) AND You were not on Suspension for your most recent prior semester	OR The first semester you do not complete the required number of hours AND You were not on Suspension for your most recent prior semester	OR The second consecutive semester you do not complete the required number of hours OR Your most recent prior semester standing was Suspension	OR The third consecutive semester you do not complete the required number of hours
Special Notes or Cautions	<ul style="list-style-type: none"> • If your Financial Aid standing is "Suspension" due to either GPA or CCR, you are not eligible to receive funds from any of these programs. • The timeframe to complete your program must be no longer than 150% of the published length of the educational program. 			

Once you are on "Suspension," there are two ways to get back to "Satisfactory":

Option A – While you are on Suspension, you may enroll in at least six (6) credit hours during any semester and pay your tuition and fees out-of-pocket. The six (6) credit hours must be taken within the same semester

Option B - If special circumstances (death in the immediate family, illness, etc.) caused you to be suspended, you may appeal to TTC's Academic and Financial Aid Suspension Appeals Committee. Your appeal must be submitted with any supporting documentation regarding special circumstances, by 5 p.m. on the day of open registration. If the committee denies your appeal, then you may still attempt to regain your FA eligibility through using Option A.

Standards of Satisfactory Academic Progress (SAP)

Chart below applies to South Carolina LIFE Scholarship:

Related to	Financial Aid Standing	
	Good Standing	Suspension
Grade Point Average (GPA)	You are subject to the College's Academic Standing requirements. AND Your cumulative GPA is 3.0 or greater	You are on Academic Suspension OR Your cumulative GPA is lower than 3.0
Courses	AND You complete 30 credit hours per academic year	AND/OR You have failed to complete 30 credit hours in the academic year.
Special Notes or Cautions	<ul style="list-style-type: none"> For GPA – both "Ds" and "Fs" hurt you. A "W" does not, BUT A course in which you earn a "W" does NOT count towards your 30 credit hour completion requirement. Renewal for LIFE Scholarships is determined at the end of each summer semester. You have fall, spring and summer to earn the required 30 hours and a cumulative GPA of 3.0 or greater(cumulative from all colleges attended.) 	

The chart below applies to the following types of Financial Aid:

South Carolina • Free Tuition for children of policemen, firemen or other emergency services personnel

Trident Technical College • Institutional Work Study

Veterans Assistance • VA Educational Benefits

• VA Free Tuition for Children of Certain War Veterans

Related to	Financial Aid Standing			
	Satisfactory	Warning	Probation	Suspension
Grade Point Average (GPA)	Current semester GPA is at least 2.0	The first semester your current semester GPA is below 2.0 after being in Satisfactory Standing.	The second consecutive semester your current semester GPA is below 2.0	The third consecutive semester your current semester GPA is below 2.0 AND Your cumulative GPA is below 2.0
Special Notes or Cautions	For GPA – both "Ds" and "Fs" hurt you. A "W" does not, BUT re: VA Educational Benefits programs, a "W" – even in a single course – can cause a reduction in your funding and/or cause you to lose eligibility.			

Once you are on "Suspension," there are only two ways to get back to "Satisfactory":

Option A – You are required to sit out one semester and you must meet with a counselor in Counseling and Career Development Services prior to returning to TTC.

Option B - If special circumstances (death in the immediate family, illness, etc.) caused you to be suspended, you may appeal to TTC's Academic and Financial Aid Suspension Appeals Committee. Your appeal must be submitted with any supporting documentation regarding special circumstances, by 5 p.m. on the day of open registration. If the committee denies your appeal then you may still attempt to regain your FA eligibility through using Option A.

Standards of Satisfactory Academic Progress (SAP)

Chart below applies to South Carolina Lottery Tuition Assistance Program:

Related to	Financial Aid Standing	
	Good Standing	Suspension
Grade Point Average (GPA)	Until you have attempted 24 credit hours, you are subject only to the College's Academic Standing requirements. You are in FA Good Standing for LTA unless you are on Academic Suspension.	You are on Academic Suspension OR You have attempted 24 credit hours and your cumulative GPA is less than 2.0
Attempted Hours Requirement		
Special Notes or Cautions	<ul style="list-style-type: none"> These requirements do not begin until after you have attempted 24 credit hours of course work. For GPA – both "Ds" and "Fs" hurt you. A "W" does not. GPA is checked at the end of the summer semester. 	

Once you are on "Unsatisfactory," there is only one way to get back to "Satisfactory":

If at the end of the summer semester, you have attempted 24 or more credit hours and your cumulative GPA is less than 2.0, then you will not receive the Lottery Tuition Assistance until the beginning of the next academic year. For example, if at the end of Summer 2010 your cumulative GPA is 1.9 with 25 hours attempted, you will not be considered for LTAP eligibility until Fall 2011.

The chart below applies to the following types of Financial Aid:

- Other
- TTC & Other Scholarships
- Tuition Assistance
- Programs – Active Duty Military

Related to	Financial Aid Standing	
	Good Standing	Suspension
Grade Point Average (GPA)	You are subject to the College's Academic Standing requirements. You are in Financial Aid Good Standing unless you are on Academic Suspension	You are on Academic Suspension OR You have failed to meet one or more of the GPA requirements called for by your scholarship or branch of service.
Other Requirements	AND You are meeting the GPA requirements established by your particular scholarship or branch of service.	
Special Notes or Cautions	<ul style="list-style-type: none"> For GPA – both "Ds" and "Fs" hurt you. A "W" does not. TTC and other scholarships as well as the various military branches' tuition assistance programs usually have other conditions and requirements in addition to GPA. 	

Veterans Assistance

Trident Technical College is a fully accredited institution of higher learning with VA certification to process educational benefits for veterans, reservists, veterans spouses and children of 100 percent disabled or deceased veterans and active duty personnel with the Department of Veterans Affairs and the State of South Carolina. TTC is also designated a Service Members Opportunity College (SOC) by the Department of Defense, the American Counsel on Education (ACE) and the American Association of Community Colleges. TTC is also a participating member of the SOCMAR (Navy), SOCMAR (Marines) and SOCAD (Army) programs. Information about all SOC programs is available at your Military Education office. As a SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active duty personnel meet their educational needs. TTC has full-time Veterans Assistance offices (VA) located on the Main Campus and the Palmer Campus. The TTC VA office is staffed with TTC employees that coordinate college services and provide information, referrals and assistance to veteran students, reservists, active duty personnel and eligible dependents of veterans with admission, educational and vocational counseling, financial aid and other needs that affect educational progress. The telephone number at Main Campus is 843.574.6105 and the Palmer Campus number is 843.722.5558. For more VA and/or South Carolina State Free information, visit Current Students on TTC's web site (<http://www.tridenttech.edu/>) or check the TTC catalog.

Applying for Benefits

Once you have applied to the College and been accepted in an approved program of study contact the TTC VA office. The TTC VA office personnel will assist you with submitting the appropriate application for educational benefits to the Department of Veterans Affairs Regional Office in Decatur, Georgia (DVA). The complete processing of an initial application will take 30 to 45 days for the DVA to process the paperwork. If you have not received an award or acknowledgment letter from VA within 45 days or if you have specific questions concerning the status of your claim or release dates of checks, call the DVA at 1.888.442.4551 or e-mail them by visiting <http://www.gibill.va.gov/> and click on Ask a Question and Find Answers.

VA Educational Benefit Programs

- Montgomery GI Bill – Active Duty Educational Assistance Program-Chapter 30
- Vocational Rehabilitation and Employment-Chapter 31
- Post-Vietnam Era Educational Assistance Program – Chapter 32
- Survivors' and Dependents' Educational Assistance-Chapter 35
- Montgomery GI Bill- Selected Reserve Educational Assistance Program-Chapter 1606
- Reserve Educational Assistance Program (REAP)-Chapter 1607
- Post-9/11 GI Bill - Chapter 33

For more detailed information on the Veterans Educational Assistance Programs, contact the Department of Veterans Affairs Regional Processing Center at 1.888.442.4551 or visit the Web site at <http://www.gibill.va.gov/>

Vocational Rehabilitation and Employment (VR&E)

Vocational Rehabilitation and Employment Service (VR&E) – Chapter 31 provides vocational-educational counseling to veterans and certain dependents. Eligibility for this service is based on having eligibility for a VA Education program such as: Chapter 30 (Montgomery GI Bill); Chapter 32 (Veterans Education Assistance Program - VEAP); Chapter 35 (Dependents Education Assistance Program) for certain spouses and dependent children; Chapter 18 (Spina Bifida Program) for certain dependent children; Chapter 1606 (Reservists Education Program); Public Law 102-16 (for Transitioning Service members). Call the nationwide toll free number, 1-800-827-1000 to request VA Form 28-8832, Application for Vocational Educational Counseling.

The VR&E – Chapter 31 education benefit will pay your tuition, fees, books and supplies required for the program of study approved by VR&E.

Free Tuition for Certain Veterans' Children

This program provides free tuition for children of certain war veterans attending South Carolina state supported colleges and universities as well as state supported post high school technical education institutions. Certain residency requirements apply. Contact the TTC Veterans Assistance Office or call The State Office of Veterans' Affairs at 803.255.2434 for questions or to apply.

Payment of Benefits

With the exception of Post-9/11 GI Bill - Chapter 33, VA payments go directly to the student in accordance with federal regulations exclusive to the individual's education benefit program. The amount of assistance received is based on rate of attendance (i.e., full time, three-quarter time, and half-time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs except for students attending under Chapter 35.

Chapter 30, Chapter 1606, and Chapter 1607 students must call 1.877.823.2378 on the last day of the month to verify their attendance before the DVA will release any payment. These students can also verify online with WAVE at <http://www.gibill.va.gov/>.

Chapter 35 students enrolled in diploma or certificate programs can verify their enrollment monthly by calling 1.888.442.4551. Also, the DVA will mail a monthly enrollment verification form to the student. The student must complete the form and mail it back to the DVA before the DVA will release any payment to the student.

VA students, except for those attending under Vocational Rehabilitation and Employment – Chapter 31 and Post-9/11 GI Bill - Chapter 33, are responsible for paying their tuition, fees, expenses and instructional fees by the published dates in the TTC *On Course*. New students or students reentering after an interval of 30 days or longer may be eligible to request advance payment to help meet college related expenses. Contact the TTC VA Office to request advance payment. The process to request advance payment requires submittal to the VA no later than 45 days before semester registration to allow sufficient time for processing.

Financial Aid and VA benefits will NOT pay for audit courses.

These hours apply for VA payment purposes for Chapters 30, 31, 32, 35, 1606, 1607 only.

Fall and Spring Semesters

Full-time	12 semester credit hrs
3/4	9 semester credit hrs
1/2	6 semester credit hrs
Less than 1/2	4-5 semester credit hrs

Summer Semester and Accelerated Terms

The Department of Veterans Affairs determines the payment of benefits for summer semester or any accelerated terms by calculating the number of whole weeks in the semester/term and the number of credit hours of enrollment for that semester/term. Contact the Department of Veterans Affairs if you have questions concerning your benefit calculation for accelerated terms.

TTC certifies enrollment based on the beginning and ending date of the courses. This includes courses in all Fast Forward sessions and the standard terms.

Payment of Tuition and Fees for post-9/11 – Chapter 33

If you have applied for Chapter 33 and you have provided the TTC Veterans Assistance Office with a copy of your application, DD-214 or Certificate of Eligibility and completed the Chapter 33 Statement of Understanding Form, you will not have to pay your tuition and fee charges by the scheduled payment deadlines. Once your request for enrollment has been submitted to the Department of Veterans Affairs regional office (VARO), the tuition/fee payments applicable to your eligibility status will be paid by the VARO to TTC. If you do not have 100% eligibility status for Chapter 33, you will be responsible for the balance of tuition/fee charges after the VARO has submitted their payment to TTC.

Payment of Benefits For Chapter 33 Students

To be eligible for the monthly housing allowance, you must be pursuing training at a rate of more than 50% and be enrolled in at least one in-residence course. The housing allowance is calculated by multiplying the individual's benefit level by the full monthly housing allowance. Books and supplies stipends are prorated based on benefit level and are paid at \$41.67 per credit hour. The VA pays the books and supplies stipend to the individual in a lump sum payment (each semester attended). Individuals who are still on active duty are not eligible for the housing allowance or the books and supplies stipend.

Earning and Keeping Your VA Benefits

To earn benefits, you are required to adhere to rules and regulations governed by the VA educational assistance program in which you are receiving benefits.

- You must be enrolled in an undergraduate program of study leading to an associate, diploma, or certificate. VA will only allow payment for the courses that are required for graduation in the program of study outlined in the college catalog as approved by the State Approving Agency and prerequisites courses, or refresher/remedial courses if recommended by the placement test. VA will not pay you for retaking a course for which you received a passing grade, any courses for which you receive transfer credit, auditing courses, credit hours earned by placement test or noncredit course work.
- If you have previously attended another college, you must request submittal of official copies of your military and college transcripts to the TTC Registrar's Office. The Department of Veterans Affairs requires the College to report transfer credits that will apply to a student's major. Your enrollment will be certified for two semesters only pending evaluation of your transcripts. It is your responsibility to check with the TTC Registrar's office to review transfer credits and with your TTC advisor to review all credits previously taken at TTC that will fulfill graduation requirements in a new program.
- Benefits are available for developmental study (remedial) course work taken within the first 30 hours of courses attempted.
- You must maintain satisfactory attendance, conduct, and progress.

Conditions for Interruption of Benefits

- You are responsible for reporting any change in program, address, telephone number, or course schedule to the TTC VA office.
- Each semester you must submit a copy of your course schedule to the TTC VA Office. Your enrollment cannot not be certified to the VA for benefits without your course schedule. If you are removed from your courses for nonpayment of tuition, your enrollment to the VA will not be

processed until your courses are reinstated and your tuition is paid. If this situation occurs, you must bring your reinstated schedule to the TTC Veterans Assistance Office to request submittal of your enrollment certification to the VA.

- You should choose your major carefully. Changing your major slows down progress toward completion of your degree, uses up your benefits, and delays the processing time to certify your enrollment and payment of benefits from the VA. If you change your major, you must complete a Student Major Update form, submit the form to the Registrar's office and submit a copy of the Student Major Update form to the TTC VA office.
- You must attend class in a traditional classroom or maintain active involvement in online or other modes of distance learning courses. If you have to withdraw from a course or withdraw completely from school, you must notify the TTC Veterans Assistance office and the VA. When completing the withdrawal form, you must have your instructor sign the form and complete your last date of attendance in the course. Submit your withdrawal form to the TTC Admissions office and bring a copy of the form to the TTC Veterans Assistance office. Failure to follow this procedure will result in late reports to the VA and will result in future overpayments that you will have to pay back. If mitigating circumstances caused the withdrawal, you must submit a statement explaining the circumstances, which TTC will submit to VA for the VA to make their determination.
- You must maintain satisfactory attendance, conduct, and progress as outlined by Trident Technical College's academic probation/academic standing policy to continue receiving benefits. If you do not meet the standards, the TTC Veterans Assistance office will notify appropriate agencies and suspend your benefits. Benefits may resume if you correct the conditions that caused the suspension.

Attendance Policy for Students Receiving VA Benefits and SCFT

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance.

When a student's absences in a traditional class exceeds two consecutive weeks of scheduled meetings after the drop/add period, the instructor will complete and submit an Attendance/Progress Report to the TTC VA Office.

If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply.

TTC must report a reduction of credit hours enrolled to the Department of Veterans Affairs to stop any overpayment of benefits. The TTC VA Office will notify the Veterans Affairs Regional Office in Atlanta, Georgia or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston, SC of the change in enrollment. The respective offices will determine the necessary adjustment to a student's educational benefits.

If you return to class, it is your responsibility to communicate with the instructor and the TTC VA Office concerning the steps required to be reinstated.

Prior Credits Earned

If you have previously attended other colleges, you must request official copies of your military and college transcripts to be submitted to the TTC Admissions Office. Your enrollment to the VA will be certified for only two semesters without the receipt of your official transcripts. It is your responsibility to check with the TTC Registrar's Office to ensure that your transcripts have been received and a prior credit evaluation for the program in which you are enrolled has been completed. A prior credit evaluation also applies when you change your major while enrolled at TTC. It is your responsibility to meet with your advisor or the Department Head to have prior credits reviewed for application to your new major. Again your enrollment certification to the VA will be certified for only two semesters pending prior credit evaluation.

Repeat Course Policy for VA and SCFT Students

Students receiving VA educational benefits will not be certified for any course on a third attempt when the grade of "U" has been earned. Students receiving the SC State Free Tuition program will not have tuition waived for any course on a third attempt when the grade of "U" has been earned.

Standards of Academic Progress

Students receiving veteran's educational benefits and students receiving Free Tuition for Certain Veterans' Children must be making satisfactory progress toward a degree, diploma, or certificate. The TTC Veterans Assistance office must monitor the progress of these students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. The Standards of Academic Progress required by Trident Technical College's students are the guidelines used for all veterans, veteran's dependents, reservists, and active duty personnel. Please review this policy thoroughly as it is the student's responsibility to understand the requirements. The Academic Standards of Progress policy can be found on TTC's Web site (<http://www.tridenttech.edu>).

VA Work-study

Students enrolled in three-quarter or full time attendance are eligible to apply for a VA work-study job. Applications can be obtained from the TTC Veterans Assistance Office.

Activated Student Reservists

Students currently attending college that have been called to active duty must notify the TTC Veterans Assistance Office. Information and procedures to follow are outlined at <http://www.soc.aascu.org/scoguard/ActMobil.htm>.

Servicemember's Opportunity College of the Navy Program (SOCNAV)

If you are active duty personnel or a dependent of active duty personnel and have declared a major in a program of study at TTC, you are eligible for a Servicemember's Opportunity College of the Navy Student Agreement. The Student Agreement gives you a degree plan that shows the courses and other requirements needed to complete your program. The Student Agreement is a contract-for-degree made by the College with you. This agreement is your guarantee that you will receive a degree from TTC when all requirements for the degree are completed. Eight TTC programs are available through the Navy Distance Learning Program.

To receive a Student Agreement for SOCNAV, contact the Registrar's office at Main Campus in the Student Center, Building 410. You must complete a minimum of 25 percent of your major program of study curriculum at TTC. If you transfer to other locations, refer to the SOCNAV Handbook to identify courses from other colleges that can be used to completed your degree. The SOCNAV Handbook is available at all Navy campus offices.

Home Program

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants can transfer selected, pre-approved credits back to TTC to complete their associate degrees. See your academic advisor for details.

International Students

TTC students come from 116 countries and enjoy participation in an active international student organization at the College. The admissions coordinator for international students is located at the Main Campus and is the College's designated school officer (DSO) with the Department of Homeland Security.

F-1 STUDENTS

F-1 students are registered in SEVIS, the Department of Homeland Security international student software tracking system, immediately upon arrival at TTC. The college listed on the I-20 form and on the F-1 visa is the only college the student is authorized to attend. F-1 students are required to pursue a full course of study (at least 12 semester hours) during spring and fall semesters; however, students starting TTC in summer semester must be full time. F-1 students are required to make normal progress and maintain academic good standing toward completing their course of study and must complete studies before the I-20 program completion date. F-1 students are required to keep a valid I-20 by following proper procedures for changes in educational level or program of study or requesting extensions, transfers, or exceptions to full-time status. F-1 students may remain in the United States longer than the 60-day grace period after completing a full course of study ONLY if granted approval prior to completion for practical training, transfer or changing educational levels. F-1 students are NOT allowed to work off campus without specific authorization. F-1 deposits may not be used for tuition or fees and are not refunded until completion of the second semester.

INTERNATIONAL STUDENT REQUIREMENTS

All international students must abide by rules requiring disclosure of information and prohibition on criminal activity, and also by any special requirement such as Special Registration. All visa and permanent resident students must provide a current street address and must report any change in address to the Department of Homeland Security and to TTC's DSO in Admissions. F-1 address changes are updated in the SEVIS software. For additional information, see www.uscis.gov.

The Registration Process

In-Person Registration

The following students MUST register in person: new students, students who have not attended TTC since January 1, 2002, undecided majors, high school students, students on academic suspension or returning from suspension, and students who owe College fees.

New Students

1. Apply for admission to TTC and receive your acceptance letter.
2. Attend Orientation.
3. Contact your advisor to set up an appointment for advisement and to register. Orientation assigns your advisor's name and will provide it to you during Orientation. If you are unable to contact your advisor, someone in your degree program department can assist you.
4. Register during Priority Registration for the best schedule.
5. Review course list for class offerings prior to advisor appointment.
6. Take a Registration form to appointment.

Returning Students

If you have completed credit courses at TTC within the last three semesters, follow these steps in order to register:

1. Register during Online Priority Registration if eligible.
2. If ineligible to register during Online Priority Registration, register during Priority Registration for the best schedule.

If you have not completed credit courses at TTC within the last three semesters, follow these steps in order to register:

1. Complete a Student Readmit form in the Registrar's office.

2. Contact your advisor to set up an appointment for advisement and to register.
3. Register during Online Priority Registration if eligible.
4. If ineligible to register during Online Priority Registration, register during Priority Registration for the best schedule.

Nondegree Students

If you are not seeking a certificate, diploma or degree and do not have an advisor assigned, follow these steps in order to successfully register:

1. Register during Online Priority Registration if eligible.
2. If ineligible to register during the Online Priority Registration, register during Priority Registration for the best schedule.
3. Register in Orientation on any campus or Registrar's office on Main campus during Priority Registration.
4. Review the course listing for class offerings prior to going to the Orientation Centers or Registrar's office and complete a Registration form with requested courses.

Visit TTC's web site (<http://www.tridenttech.edu/>) to find out about your advisor, online priority registration, priority registration, and class schedule.

Registration for Undecided Students

Counselors in Counseling and Career Services at Main Campus and the Student Success Centers at Palmer and Berkeley Campuses advise and register undecided students. Refer to the registration tips before meeting with your advisor.

ALL STUDENTS CAN REGISTER WITH AN ADVISOR ON DUTY ON REGISTRATION DAY IF THEY DID NOT REGISTER DURING ON-LINE OR PRIORITY REGISTRATION

Prerequisites

Many courses require prerequisite courses and/or test scores. A prerequisite is either a completed course or specified test scores needed to enroll in a specific course. TTC's computer system will automatically block your registration when a prerequisite course and/or placement test score is required for enrollment in the course if your TTC records do not indicate that you have met the prerequisites.

If prerequisites are not included in your TTC record but you have evidence of meeting required prerequisites (transcripts, grade sheets, or qualifying test scores), you may contact the academic department head to request departmental approval to take the course. (See Registration - Helpful Tips)

Auditing Courses

If you do not wish to receive a grade or college credit or take final exams, you may register as an audit student. You cannot change your status from audit to credit or from credit to audit after the drop/add period. If you are an audit student you must pay full tuition for courses. You may audit an individual course only one time. Exceptions must be submitted for approval to the Vice President for Academic Affairs. Students are unable to audit some courses and some courses may have special requirements. Contact the appropriate academic department head or dean for more information. You must get departmental approval to audit courses with prerequisite or corequisite courses or skill requirements if your TTC records do not show that you have met the prerequisites or other requirements. You may be asked to provide evidence of prerequisites or skill requirements such as transcripts, grade reports, or test scores. Financial Aid and VA benefits will NOT pay for audit courses.

Credit by Examination

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be challenged. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures.

A nonrefundable fee is charged for administering each written examination.

You may not take a Credit by Examination test for a course in which you have earned a previous grade, including a withdrawal. A student enrolled in a course may not take a Credit by Examination test for that course after the drop/add period. The only exception is the student who audits a course. A Credit by Examination test may be taken only once. To receive credit, you must earn a minimum grade of C. Credit hours awarded through Credit by Exam must not exceed 25 percent of your total curriculum hours. Credits earned through Credit by Examination are not included in your grade point average.

Course Cancellations

You are entitled to a 100 percent refund of tuition for any courses you registered for that are canceled by the College. If you choose to add another course in place of the canceled course, follow the drop/add process and contact the Business office to determine any increase or decrease in tuition.

Drop / Add

If you want to change your class schedule **BEFORE the end of the published drop/add period for the semester**, initiating the change is your responsibility.

There are two ways to drop and/or add a class:

1. Process the drop/add change to your class schedule in your TTC Express account.
2. Initiate the paperwork to drop or add courses with Registrar's office at Main Campus or the Admissions office at the Palmer or Berkeley Campus.

Drop/add dates and deadlines are published in the Student Handbook planning calendar and On Course schedule of courses. Courses may not be added or sections changed after the drop/add period.

Refunds for canceled courses or dropped courses during the College's published refund period are processed and mailed to you within three to four weeks after the drop/add period. You will forfeit a tuition refund unless you officially drop during the refund period as outlined in *On Course*.

If you decide to add or change a course, it is essential that you follow the drop/add procedures and deadlines.

Failure to attend courses does not constitute proper procedure for dropping or withdrawing from courses. An F will be assigned if you do not officially drop/withdraw from your course.

NOTE: if you haven't paid for courses by the payment deadline, you will be removed from all courses.

Withdrawal from Courses

If you want to stop attending a course **AFTER the published drop/add period for the semester is past**, you may withdraw from the course.

The **last day to withdraw** from a course and receive a grade of W is published in the academic calendar for most semesters (including FastForward and Maymester). If a course is scheduled outside of published semester dates, the last day to withdraw will be the date at which the course is 75% complete.

Initiating a withdrawal is your responsibility. There are two ways you can withdraw from a course:

1. Process the withdrawal in your TTC Express account.
2. Initiate the process in Registrar's office on Main Campus or the Admissions office at the Palmer or Berkeley Campus.

TTC prorates refunds according to the College's refund policy during the established refund period.

You will receive a grade of W in courses when you withdraw after the drop/add period and before or on the last day to withdraw for the semester. This grade will not affect your GPA but may affect your financial aid eligibility for future semesters. If you are receiving federal student aid Title IV funds, you need to discuss course withdrawals and your financial aid status with a member of the Financial Aid staff before you withdraw.

If you stop attending a course but do not officially withdraw from the course, you will receive a grade of F on your permanent academic record. A decision not to attend a course does not constitute a withdrawal from it. If you stop attending classes without officially withdrawing, you risk harming your academic record with a failing grade. The withdrawal policy for some academic programs is more restrictive and applies to students in those programs.

TTC students receiving Financial Aid should contact the Financial Aid/VA office before withdrawing from class.

VETERANS WITHDRAWAL POLICY

TTC requires veteran students who withdraw from a course to obtain the last date of attendance from the instructor for inclusion on the withdrawal form before submitting the form to the Registrar's office for processing. VA students must submit a copy of the processed withdrawal form to the TTC Veterans Assistance office. Veteran students who withdraw from class(es) need to contact the TTC Veterans Assistance office to discuss your award status and the VA policy on withdrawals.

LATE WITHDRAWAL PROCEDURE

If you miss the last day to withdraw from a class, you must contact your academic dean for an appeal to be allowed to withdraw late.

An appeal for late course withdrawal will be considered only for circumstances that made it impossible for you to withdraw by the published last date to withdraw.

You may submit the Appeal for Late Course Withdrawal in writing or by fax to your academic dean along with the required written justification and supporting documentation. The form is available online at <http://www.tridenttech.edu/AppealforLateWithdrawal.pdf>

Never Attended Policy

To comply with federal regulations, all faculty must report students who have never attended their classes.

Students who register for a course, but faculty report as never attending the course, are dropped from the course at the beginning of the term.

For detail on this policy see TTC Policy 16-6-2 Never Attended published online at http://www.tridenttech.edu/4950_8632.htm

Registration – Helpful Tips

- **Fast Forward and Weekend courses** are taught in the same amount of instructional time as semester courses, just condensed into fewer weeks. The courses are listed in *On Course*.
- **To complete an associate degree in two years**, you must register for at least 15 semester credit hours per semester. Some programs require more than 15 semester credit hours per semester. To register for classes, you must first apply for admission to the College and be accepted to the College as a TTC student. When you complete the admission requirements for the program of study you have selected, you will receive an acceptance letter in the mail (unless you are applying after Priority Registration). Admissions must accept you before you can register. Review the list of courses required for your program of study in the TTC catalog.
- ***On Course* lists courses offered for the upcoming semester.** The *On Course* schedule is available in the Admissions office approximately two weeks before Priority Registration begins. Be sure to consult *On Course* every time you register for an upcoming semester because procedures and fees are subject to change. You will find additional information in *On Course* about specific class sections such as lab requirements, computer-based sections, special start and end dates, and other important details.
- **The earlier you register, the better chance you have of getting the classes you want at the times you need.** Make an appointment with your academic advisor. Orientation assigns your academic advisor. Academic advisors' phone numbers are listed in the front of the *On Course* schedule, and faculty advisors' office hours are posted on their office doors. You also can check My Profile on TTC Express for your academic advisor.
- Your academic advisor will assist you in scheduling your classes and checking for **prerequisites and corequisites**. You also can check the course descriptions in the TTC Catalog to find out what prerequisites or corequisites are required for a course.
- **If you do not meet corequisite or prerequisite requirements for a course, you cannot register for the course unless you receive approval from the appropriate academic department.** Only faculty can override and/or approve enrollment through course overrides into the College's computer system.
- **Check your printed schedule immediately after registering to confirm days, times, courses and campus locations.** Correct any errors immediately while the sections you have selected are still available.
- **Deadlines for paying tuition** also are listed in *On Course*. If you miss tuition and fee payment deadlines, TTC will remove all classes. The College cancels courses if too few students enroll. If one of your courses is canceled, TTC will notify you in your student email account so you can add another section or course during the drop/add period.
- **Once you pay tuition and fees**, you can obtain a **parking decal** from the Business office and a student identification card from Student Activities.
- **If you register then decide to change the times and/or days of a course, you must select a different section of the same course.** Course section numbers appear in *On Course*, at <http://www.tridenttech.edu/> and in the TTC Express online registration system.

Classification of Students

STUDENT STATUS

- **Full Time:** A student enrolled for a minimum of 12 semester credit hours
- **Part Time:** A student enrolled for 11.5 or fewer credit hours

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in courses totaling more than 18 semester credit hours, you must receive approval from your academic advisor, a department head or dean.

If you want a written statement verifying enrollment, contact the Registrar's office two working days after the end of the Drop/Add period.

Student Records

The Registrar's Office is responsible for maintaining student records, including the registration process, student grades, grade point average calculations, academic honors, standards of progress for academic standing, transcript evaluation, student transcripts, graduation applications and conferral of degrees.

TTC students can register or view their student records online in TTC Express. Go to the TTC web site at www.tridenttech.edu.

Attendance Requirements

Before attending classes, students must meet all prerequisites and officially register for all courses. Prompt and regular attendance is the responsibility of the students. Students are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled class events, it is your responsibility to make satisfactory arrangements for any make-up work if permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If a student arrives late or leaves before the instructor dismisses class, the student may also be considered absent. All class sessions are important. Any time a student misses a class, the risk of making a failing grade increases.

If a student quits coming or participating in a course and does not officially withdraw by the withdrawal date for the course, that student will receive a grade of F or U. The instructor cannot assign a grade of W. If a student receives financial aid or veterans' benefits, funds may be revised as a result of any changes in course schedule.

INTERNATIONAL STUDENT ATTENDANCE POLICY

Trident Technical College is required by federal regulations to track and report changes in an international student's enrollment or attendance during the semester. Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The College's International Students Admissions Coordinator will notify the Department of U.S. Citizenship and Immigration Services when an international student has ceased attendance or changed enrollment status during the semester.

VETERANS ATTENDANCE POLICY

All veterans and eligible students receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceeds two consecutive weeks of scheduled meetings after the drop/add period, the instructor will complete and submit an Attendance/Progress Report to the TTC VA office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply. The TTC VA office will notify the Veterans Affairs regional office in Atlanta, Georgia or the Department of Veterans Affairs Vocational Rehabilitation and Employment office in Charleston, S. C. of the change in enrollment. The respective offices will determine the necessary adjustment to a student's educational benefits.

Change of Student Information

The information you submitted on your original admission application remains up-to-date unless you notify the Registrar's office of any changes. Failure to report address changes causes delays in receiving important correspondence. To change any personal information or program of study, you must complete the appropriate forms in the Registrar's office. You can also update your address on TTC Express->Address Change.

Change of Program Major

You may change your major at any time if you meet the academic qualifications for the program. If you decide to change your major, submit the request to the Registrar's office at Main Campus or to the Admissions office at Palmer or Berkeley Campus prior to registration. The Orientation Center will assign a new advisor based on your new major. All changes submitted during the drop/add period will be effective that semester. Changes submitted after the drop/add period will be effective the next semester. If you receive veterans educational benefits and change your major, you must provide TTC's VA office with a copy of the Student Major Update form that you submitted to the Registrar's office.

Dual Major

TTC students have the option to declare a dual major if they meet the admission requirements for the academic programs being requested as dual majors. Admission requirements for a dual

major may require proof of high school graduation or GED and/or qualifying test scores on the SAT, ACT, or TTC Placement Test. No academic grade point average restrictions exist for current students requesting a dual major. Dual majors are permissible in more than one academic division when the student meets admission requirements for each academic program.

To declare a dual major, a student must complete a "Student Major Update" form and submit it to the Registrar's office at Main Campus. Student major updates submitted prior to or during drop/add week of the current semester are effective in the current semester. Student major updates submitted after drop/add period are effective in the next semester.

Students must achieve a minimum 2.0 grade point average to graduate from any academic program at TTC, including a dual major.

Release of Student Records

The Registrar's office issues student transcripts. The Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment, requires students to sign individual release forms for each company, school, or individual that you request to receive your transcript.

Parents of post secondary level students have no inherent rights to view a student's education records according to federal FERPA regulations. Parents may receive student records information only under the following circumstances:

- By written consent of the student
- In compliance with a subpoena
- By parents submitting evidence that the student is declared as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).

Parents or guardians of dependent students may access dependent student records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the Vice President for Student Services.

In accordance with FERPA, Trident Technical College may publish the following designated student directory information about individual students: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent

previous educational agency or institution attended by the student. Students wishing to restrict publication of their student directory information must notify the Registrar's office in writing.

Procedures for protecting the FERPA rights of each student are available in the Registrar's office, the Vice President for Student Services office, and in TTC policies and procedures posted on the College's web site. Contact the Registrar's office or the Vice President for Student Services office with any questions concerning the Family Educational Rights and Privacy Act.

Coursework Taken Elsewhere

Cross-Registration: As a degree seeking student at TTC, you may cross-register at one of the following host institutions: Charleston Southern University, The Citadel, the College of Charleston or the Medical University of South Carolina with the approval of your academic dean. As a cross-registration student, you may register on a space-available basis at the host institution during their registration period. You must meet with your academic advisor to obtain the proper paperwork.

Transient Student: As a degree seeking student at TTC, you may be a transient student at another host institution that does not participate in cross-registration with TTC with the approval of your academic advisor and academic dean. To initiate the process you must request permission to take coursework elsewhere from your academic Advisor. Upon approval from your academic advisor and your academic dean, your academic dean will send an email to the Registrar's office containing the following information:

- a. Your name
- b. Your student ID number
- c. The name of host institution
- d. The term of enrollment
- e. The course name; number of credits
- f. The course equivalency for transfer back to TTC

The Registrar's office creates a transient letter and will mail, fax, or email the letter to the host institution, or hold for you to pick-up at the Registrar's office. The Registrar's office expects the academic dean to contact the respective areas for a transfer equivalency. If a transfer equivalency is not provided, we will evaluate the course when we receive an official transcript from the host institution with successful completion of the course.

Grading System

You may view your grades online at TTC Express. The Registrar's office is responsible for grade processing and releasing grades.

Unit of Credit

The semester credit hour is the system of credit that TTC uses.

Grade Point Averages (GPAs) are not rounded.

Calculating GPA

The words grade, point and average give you a clue as to how you calculate your GPA. First you have to determine your grade points, and then you take an average. Every letter grade has a numerical value assigned to it: A=4; B=3; C=2; D=1; F=0.

To find out your grade points for a class you have taken, multiply the numerical value of your letter grade by the credit hours assigned to the course. Example: you took English 101, which is three credit hours, and you earned a C in the course (Remember, C=2). Just multiply 2 (for the C) x 3 (credit hours). That is, $2 \times 3 = 6$. So, for this class, you have six grade points. Now calculate the grade points for each class using the example below:

Course	Credits	Grade Earned	Grade Value	Grade Points
ENG-101	3	C	2	$3 \times 2 = 6$
CHM-110	4	A	4	$4 \times 4 = 16$
PSY-201	3	B	3	$3 \times 3 = 9$
Total Credits	10	Tot. Grade Points		31

Once you have calculated your grade points you can compute the average. To compute the grade point average:

1. Total your grade points by adding the grade points from each class: $6+16+9=31$
2. Total the number of credits attempted: $3+4+3=10$
3. Divide the total grade points by the total number of credits: $31 \text{ divided by } 10 = 3.1$

The grade point average, or GPA, in this case is 3.1.

Grade System Chart					
Numerical Scale	Letter Grade	Grade	Used in GPA Calculations	Earns Credit Hours	Grade Points Carried ---- Each Credit Hour
91-100	A	Excellent	Yes	Yes	4
81-90	B	Above Average	Yes	Yes	3
71-80	C	Average	Yes	Yes	2
65-70	D	Below Average	Yes	Yes	1
Below 65	F	Failure	Yes	No	0
	I	Incomplete*	No	No	0
	W	Withdrawn	No	No	0
	SC	Satisfactory Completion	No	Yes	0
	U	Unsatisfactory	No	No	0
	AU	Audit	No	No	0

*Defaults to F (or U, if applicable) automatically after midterm of the next semester, unless work is completed and grade is assigned by the instructor.

Repeated Courses

If you repeat a course to attain a higher grade point average, the original grade will remain on your transcript. However, the highest grade obtained for that course calculates into your grade point average. Students receiving VA benefits, see "Repeat Course Policy for VA Students and SC State Free Tuition Students" in the VA Assistance section of this handbook.

Grade Changes

To request a change of grade in any course, contact the instructor who originally assigned the grade. You must request any grade change within two semesters after the semester your instructor assigned the grade.

Incomplete Grades

Requirements for an Incomplete grade (I) must be completed by midterm of the next semester. You will receive a grade of F or U for an I that is not changed by the appropriate date. The appropriate faculty member must submit requests for a change of grade other than Incomplete to the Registrar's office within one to two semesters following the semester when you earned the grade.

Academic Honors

To obtain dean's list status from the academic dean in your division of study, you must meet the following requirements:

- Declare a major;
- Take a minimum course load of 12 credit hours for the full-time dean's list or a minimum course load of six credit hours for the part-time dean's list;
- Earn a current semester grade point average (GPA) of 3.50 or above;
- Receive no course grade lower than a C during the semester. A grade of D, F or I during the semester disqualifies you from the dean's list. A designation of Audit (AU) or Satisfactory Completion (SC) does not affect inclusion on the dean's list, as long as your remaining course load meets or exceeds the minimum hours required.

Academic Standing

Students who are unable to achieve passing grades for a semester will be subject to meeting the requirements of the College's academic action which includes a warning and probation period followed by academic suspension for a semester when academic standards are not met:

Academic good standing

Academic good standing occurs when your current term GPA is at least 2.0 or higher, and your last academic standing was not academic suspension.

Academic warning

Academic warning occurs when your current semester GPA is below 2.00. If you are on warning, you will receive a letter explaining the College's academic warning/academic standing policy and advising you that you will be placed on academic probation if your term GPA is below 2.00 for a second consecutive term.

Academic probation

Academic probation occurs when your current semester GPA is below 2.00 and your last academic action was academic warning. If you are on probation, you will receive a letter from TTC explaining the College's academic probation/academic standing policy and advising you that a second consecutive term GPA below 2.00 as well as a cumulative GPA below 2.00 will result in academic suspension.

Academic suspension

An academic suspension for one semester occurs after any three consecutive semesters of enrollment in which your semester GPA is below 2.0, and first semester in which your cumulative GPA is below 2.0. Consecutive semesters of enrollment are any two semesters in which the student is enrolled even if there are semesters in between when the student is not enrolled.

After becoming academically suspended for one semester, you must meet with a counselor in Counseling and Career Development Services. The College places students on academic and financial aid suspension when their academic performance falls below the minimum standards set by the College (cumulative grade point average and/or credit hour completion rate).

Academic Suspension Appeals

Students may appeal their suspension by completing the online appeal form on the TTC web site (www.tridenttech.edu) and submitting printed documentation of the extenuating circumstances causing their poor performance to the Registrar's office in the Student Center, Bldg. 410, Main Campus or to the Admissions office at Palmer or Berkeley Campuses. This explanation and documentation must not only describe the circumstance with appropriate documentation, but also the resolution for future enrollment.

The Vice President for Student Services oversees the suspension appeal process. The appeal deadline is 5 p.m. on the final registration day for the upcoming semester. After submitting an online appeal form, appeal students must provide documentation to either the Registrar's office or the Assistant Vice President for Student Services office on Main Campus.

Appeals submitted without appropriate documentation will be denied. Appropriate documentation includes:

- One page, typewritten letter explaining the circumstances and their resolution.
- Physicians/hospital report detailing the duration and extent of serious health conditions.
- Police reports and associated documentation.
- Any other relevant documentation to substantiate the appeal.

The definition of an extenuating circumstance includes a situation involving a serious health condition of the student, death or serious health condition of an immediate family member, or a traumatic/extraordinary event. Immediate family must be related to the student or student's spouse as follows: parents/legal guardians, grandparents, brothers, sisters and children.

Relatives outside the definition of immediate family require additional documentation of a more immediate relationship. A serious health condition consists of an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment related to inpatient care.
- Any period of incapacity requiring care by a health care provider resulting in five consecutive absences.
- Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would result in a period of incapacity.
- A traumatic/extraordinary event shall be defined as a sudden, uncontrollable event that adversely affects the student's academic performance, such as natural disaster, divorce, rape, religious mission, military duty and mandated work schedule changes.

Not included in this definition are issues such as transportation, roommate problems, problems with faculty, difficult course load, etc.

You will be notified through your student e-mail account of the appeals committee's decision. The committee's decision is final.

Academic Fresh Start

Academic Fresh Start is available to you on a one-time basis if you re-enroll at TTC after a period of three years and wish to expunge your previous academic record at TTC. To qualify, you must meet specific conditions. Details are available in the Registrar's office or on the TTC web site (www.tridenttech.edu). (Academic Fresh Start does not apply to financial aid.)

Graduation Process

The College awards associate degrees, diplomas and certificates upon the successful completion of the required academic course work as described in the TTC Catalog. Some programs may permit the use of courses not listed in the current catalog as course substitutions for required courses or electives. The decision to permit the use of course substitutions is made by the student's academic program of study. Students must request course substitutions through their advisor.

You may review degree audits, status of program completion, and advisor information through TTC Express at www.tridenttech.edu.

The semester before you anticipate completing requirements for any associate degree, diploma, or certificate, you should apply for graduation from that particular program.

To graduate, you must have an overall grade point average of 2.0 or better for all courses required in your degree, diploma or certificate program.

If you have earned credit hours from other institutions or agencies, you may meet the qualifications for graduation by completing a minimum of 25 percent of the total hours required in courses in your program at TTC. Refer to College Admissions procedures for catalog applicability.

TTC may not issue diplomas for programs that have been discontinued.

If you decide to re-enroll at TTC after graduating, you will need to declare a new major to continue your studies in a new program of study by submitting a Student Update form to the Registrar's office.

Applying for Graduation

To apply for your associate degree, diploma, or certificate, use the graduation application available in the Registrar's office or submit the online graduation application in TTC Express. To be eligible to participate in the ceremony, students must submit the graduation application to the Registrar's office during the semester prior to program completion or by the designated ceremony participation application deadline. A separate graduation application is required for each program of study.

Students who do not complete all requirements for graduation by the end of the semester anticipated for graduation must reapply for graduation by submitting a new Application for Graduation form

to the Registrar's office. All financial obligations to the College must be resolved before the College will issue a graduate's diploma.

The Registrar's office issues diplomas and certificates to students who successfully complete all requirements approximately four to six weeks after application for graduation and the end of the semester of successful program completion

Graduation Ceremony

TTC conducts one graduation ceremony annually at the end of spring semester. If you will be completing your course requirements at the end of the fall, spring, or summer term of the current academic year, you may participate in the ceremony.

Students who complete all requirements for graduation prior to the current academic year may not be eligible to participate in the graduation ceremony or have your name appear in the graduation program. Participation will be determined on a case-by-case basis.

If you plan to participate in the annual graduation ceremony, you must submit the graduation application to the Registrar's office during the semester prior to program completion or by the designated ceremony participation application deadline and check the appropriate block on the graduation application to indicate attendance. When indicating participation in the graduation ceremony on the application, students graduating with multiple programs must select one program for graduation ceremony participation. The graduation application includes the following commencement site information:

Blank or NA = Not Attending Ceremony

NP = No photograph

P = Photograph

D = Disability Assistance Requested, No photograph

PD = Disability Assistance Requested, Photograph

If you select "P" or "DP", you indicate that you will attend the ceremony and that TTC should release your contact information to the ceremony's professional photographer. You are under no obligation to purchase photographs.

You must purchase a cap and gown from the TTC Bookstore on Main campus by the established graduation application deadline. This purchase confirms your participation in the ceremony and seat assignment. Before purchasing your cap and gown, you must

obtain a Cap and Gown Order form at the Registrar's office on the Main Campus. You must submit your Graduation Application to the Registrar's office before you can receive a Cap and Gown Order form.

Participation in the TTC graduation ceremony requires that students earning more than one degree, diploma or certificate in the same academic year select one program of study for graduation ceremony participation, including honors recognition. *At the ceremony, graduates sit in academic program order for the announcement of name and degree and proceed across the stage only one time.*

If you have applied for graduation by the designated ceremony participation application deadline, your name will appear in the graduation program for all degrees you are earning in the current academic year; however, you must choose one program of study for participation in the ceremony and the announcement of your name and degree.

During the ceremony, graduates receive a TTC diploma cover. The Registrar's office mails the actual diplomas and certificates to graduates approximately four to six weeks after receipt of the application for graduation and the student's successful program completion.

Additional information on the graduation ceremony is published annually at <http://www.tridenttech.edu/4194.htm>

Graduation Honors

Graduation honors are awarded based on the following criteria:

<u>Honors Level</u>	<u>Cumulative GPA*</u>
Summa Cum Laude	3.95 - 4.000
Magna Cum Laude	3.75 - 3.949
Cum Laude	3.60 - 3.749

Graduation honors are awarded at the official graduation ceremony to students who complete course requirements as of fall and spring semesters. Students completing course requirements during the summer semester will receive honors when the degree, diploma or certificate is awarded. TTC awards medallions to honor the outstanding academic achievement of students during the graduation ceremony. In order to receive an honors medallion, you must participate in the graduation ceremony.

Fall and Spring Graduates

The honor medallion level is based on your final semester **cumulative** grade point average.* You must take a minimum of 30 credit hours of college level courses at TTC to be eligible for graduation honors, and your program of study must have a minimum requirement of 30 credit hours.

Summer Term Graduates

Students who will complete their studies in summer semester will be issued honors medallions based on their most recent cumulative GPA.* You must take a minimum of 30 credit hours of college level courses at TTC to be eligible for graduation honors.

* Cumulative GPA is based on all work attempted at TTC. GPA is not rounded.

Allied Health Sciences / Nursing Progression Requirements

If you are in any Allied Health Sciences / Nursing curriculum, you are required to achieve at least a 2.00 GPA each semester for the duration of your program. Allied Health / Nursing graduates must submit graduation applications to the Registrar's office during the semester prior to completion or by the designated ceremony participation application deadline. Furthermore, if you are an Allied Health Sciences or Nursing student, you must achieve at least a grade of C in each theory, laboratory and clinical component of the program and must achieve a minimum grade of C in all prerequisite and corequisite courses. Allied Health Sciences and Nursing programs may have additional and more stringent requirements for student retention, promotion, and graduation.

Program Exit Examinations

Associate degree programs may require applicants for graduation to complete a non punitive exit examination. If you are required to take an examination, the College will notify you by mail.

Testing Services

Testing Services offers placement testing in a computerized format. You may take this test throughout the semester prior to your admission to the College.

If you miss a test in one of your courses and the instructor allows you to make it up, your instructor may direct you to Testing Services to take your makeup exam.

Testing Services also administers nursing entrance and exit tests, distance learning tests and non-TTC tests.

For testing information, call 843.574.6410 on Main Campus, 843.722.5516 on Palmer Campus, and 843.899.8079 on Berkeley Campus.

Use of Testing Services by the student constitutes an implicit agreement, on the student's part, to abide by the Testing Services rules as posted in each testing area. Testing staff carefully monitor all tests for academic misconduct and take appropriate actions in such situations as outlined in the Student Code found in this Student Handbook.

Distance Learning Testing

Distance Learning courses involve a variety of nontraditional course delivery methods (e.g., video webcast, online, mixed-mode, etc.) designed to make college classes available to individuals who, for a variety of reasons, may not be able to attend traditionally scheduled classes. The course content and the expected learning outcomes do not change from the courses offered through traditional delivery. The only difference is the method of instruction and testing.

If you enroll in a Distance Learning course (video webcast, and some online and mixed-mode courses) and your instructor tells you to go to Testing Services for course testing, please follow these procedures:

- Provide a valid TTC Student ID at time of testing.
- Provide the course name, course number, and section number.
- Print and sign your name, indicate date of testing on the Distance Learning Test Pass provided by Testing Services, and sign the log-in/log-out roster.
- Place your belongings in a red testing

bag provided by Testing Services; you can keep the bag on the floor next to you while testing.

- You are responsible for your own test time limits.
- You are responsible for allowing adequate time for test completion during Testing Services' hours of operation.
- You are responsible for ensuring that the testing deadline has not expired. Testing Services will not administer a test if the deadline date has expired.
- If you require a disability-related testing accommodation, please contact Services for Students with Disabilities at 843.574.6131 at the beginning of the semester prior to taking a test.

Make-up and Retests

With instructor approval, Testing Services administers both makeup tests if you miss a test due to an emergency and retests if you fail a test. If your instructor allows makeup tests or retests in Testing Services, you should follow testing procedures. You are required to test on the campus where you take the course. If you need to test on a different campus, contact your instructor at least three days prior to testing for authorization to have your test sent to another campus (e.g., Palmer or Berkeley to Main for Saturday testing).

If your instructor tells you to go to Testing Services for a makeup or retest, please follow these procedures:

- Provide a valid TTC Student ID at time of testing.
- Provide the course name, course number, and section number.
- Print and sign your name, indicate date of testing on your Test Pass (given to you by your instructor or supplied to you by Testing Services), and sign the log-in/log-out roster.
- Place your belongings in a red testing bag provided by Testing Services; you can keep the bag on the floor next to you while testing.
- You are responsible for your own test time limits.
- You are responsible for allowing adequate time for test completion during Testing Services' hours of operation.
- You are responsible for ensuring that the testing deadline has not expired. Testing Services will not administer a test if the deadline date has expired.

- The last day for taking makeup tests or retests is the last day of classes before final exams begin.
- If you require a disability-related testing accommodation, contact Services for Students with Disabilities at 843.574.6313 at the beginning of the semester prior to taking a test.

Students with Disabilities Testing Accommodations

Working with Services for Students with Disabilities, Testing Services provides the following accommodations for students with appropriately documented disabilities who require alternative testing outside the classroom:

- Minimally distraction-free environment
- Extended testing time
- Scribes for those with limited writing ability
- Accommodations for school-administered standardized tests (e.g., CLEP and DANTES DSST)
- Computerized testing in lieu of paper-and-pencil testing

If you need to use Testing Services for course testing, make an appointment with a counselor in Services for Students with Disabilities (SSD) at the beginning of each semester upon receiving your course syllabi. You must supply appropriate documentation to SSD before an approved testing accommodation can be made.

Your SSD counselor will review your semester schedule and determine any assistance needed for testing. At least one week prior to taking your test, contact Testing Services to confirm all accommodations. You are responsible (not your instructor or your SSD counselor) for reserving ADA testing rooms if needed.

If you believe you require a disability-related testing accommodation, contact Services for Students with Disabilities at 843.574.6131 prior to taking a test.

Credit by Examination

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be challenged. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures.

Service fees are charged for administering each examination.

TTC Advanced Standing Limitations for Credit by Examination

Advanced Standing through credit by examination is subject to the following limitations:

- The College grants up to 16 semester credit hours (but no more than one-fourth of the total curriculum hours required for program completion) providing the minimum required score is attained on approved exams.
- Students must verify that official test score reports are on file in the Registrar's office prior to the start of the semester in which they seek advanced standing.
- Students may retest six months after the original test date (CLEP and DANTES DSST only) if they did not achieve the minimum required score.
- TTC will not grant credit for a course previously attempted (including withdrawals after the drop-add period).
- Advanced Standing credits will not affect a student's grade point average.
- TTC does not guarantee that Advanced Standing credit awarded for required TTC courses will transfer to other institutions.

CLEP and DANTES DSST

CLEP

TTC may grant credit for selected College-Level Examination Program (CLEP) examinations with satisfactory scores.

CLEP examinations allow examinees to demonstrate knowledge relating to specific college courses that have similar titles. CLEP examinations are multiple-choice format and 90 minutes in duration. Some exams have optional essay sections depending on your institution's requirements. Examinations fall into one of the following categories: humanities, history and social sciences, foreign languages, composition, science and mathematics, and business.

The College Board charges a fee for each examination taken. Fees are payable by check, money order or credit card (VISA, Mastercard, American Express), to College-Level Examination Program on the day of testing. (Note: DANTES pays the per test CLEP Examination Fee for examinees with appropriate military ID.) For all examinees, an additional test service fee, paid separately from the CLEP examination fee(s) is payable to Trident Technical College on the day of testing. All fees are listed on the TTC website. Go to <http://www.tridenttech.edu> > Testing Services > Examination Information and select the test you are taking.

DANTES DSST

TTC may grant credit for selected DANTES DSST examinations with satisfactory scores. DANTES DSST exams are multiple-choice format and take approximately two hours to complete. Some exams have an optional essay section. Candidates should contact the institution that will be accepting the credits to determine if the essay section is required. Examinations fall into one of the following categories: humanities, social and physical sciences, applied technology and mathematics, and business.

DSST charges a fee for each examination. Examination fees are payable by debit card or credit card (VISA, Mastercard, American Express) to DSST on the day of testing. An additional per test service fee, paid separately from the DSST Examination Fee(s), is payable to Trident Technical College. All fees are listed on the TTC website. Go to http://www.tridenttech.edu/2197_2477.htm (Testing Services > Examination Information) and select the test you are taking.

Open Test Center

As a College-Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) DSST Test Center, TTC administers CLEP and DANTES DSST tests, at Main and Palmer Campuses throughout the year. To schedule an appointment call 843-574-6438 (Main Campus) or 843-722-5516 (Palmer Campus).

Counseling and Career Development Services

How do you make a career choice?

Consider the following questions as you examine your choices:

What do you want to do?

What do you enjoy and find interesting?

Where do you want to work?

What are the working conditions you desire?

Where do you want to live?

What city, state or country do you prefer?

Are you willing to travel?

Do you want to work for a profit-making or nonprofit organization?

When do you want to work?

Are you willing to do shift work?

How available are jobs in your interest area?

Will there be a lot of competition?

Can you advance?

Is there a limit on how much you can earn?

Do not expect to make a choice without using energy. Along the way, you may experience confusion about your alternatives, and juggling the roles of student, spouse, parent and worker can become overwhelming! When you need assistance in these and other matters that affect your success, don't despair—get help from Counseling and Career Development Services. Juggling the roles of student, spouse, parent and worker can become overwhelming! Help is available.

Counseling and Career Development Services is here to assist you in these and other matters that affect your success.

Professional counselors are available at three TTC locations:

Main Campus	Counseling and Career Development	Building 410, Room 210
Berkeley Campus	Student Success Center	Room 178
Palmer Campus	Student Success Center	Room 226

Counselors can help you build classroom success, learn to make decisions and identify your personal goals. Counseling offers classroom presentations and special workshops to provide you with opportunities to develop skills for success. Counseling and Career Development

Services are available on each campus and resources are available to help you explore career opportunities. You also have the opportunity to take a career interest inventory to identify potential career paths. In addition, counselors conduct career development workshops each semester. A number of services are also available through TTC's Web site at <http://www.tridenttech.edu/>.

Academic Counseling Resources

If you are concerned about your academic performance, you will find many helpful resources available in Counseling and Career Development Services. Counseling offers workshops and individual services each semester to enrolled students on study skills, test taking and test anxiety, time management, math anxiety, and stress management.

Services for Students with Disabilities

If you have a documented disability, Services for Students with Disabilities can assist you while attending TTC or during the pre-admission process. You may coordinate direct services as well as referrals to the Commission for the Blind, Vocational Rehabilitation and other community resources through the Counseling office. If you receive assistance from the Commission for the Blind or Vocational Rehabilitation, TTC strongly encourages you to use Services for Students with Disabilities.

The Counseling staff provides a wide range of academic services to help you reach your academic goals. Included are liaison work with instructors to ensure an accessible, integrated environment, referral for diagnostic evaluation, temporary parking permits, information for obtaining textbooks on CD, registration assistance, note-takers, and other reasonable accommodations as supported through documentation.

Services are located in Counseling and Career Development Services, Main Campus, Student Center (Bldg. 410), Room 210. For an appointment or additional information, call 843.574.6131 or 843.574.6351 TTY (hearing impaired telephone). Appointments are available at other campuses as needed.

Student Activities

Involvement in Student Activities programs complements the academic program and enhances your college experience. Preparing for the future is important. There is more to life than the classroom or the job including learning to work with people as a group or individually, developing social and professional skills, examining national and current issues, experiencing new and different cultural events, and getting involved in leisure and recreational events. Opportunities for personal and professional growth include student organizations, Student Cabinet, student publications and Student Activities programs. For a more detailed look, read on.

Student ID Card

The TTC student identification card allows you to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Activities office at Main Campus, the Admissions office at Palmer Campus and the Student Success Center at Berkeley Campus.

Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday. There is a \$5 fee to replace an ID card. Students should revalidate their ID cards each semester. Proof of registration and a picture ID are required to receive a validation sticker.

Continuing Education students receive ID cards from the Division of Continuing Education and Economic Development. Call 843.574.6152 for more information.

Student Organizations

Here's a chance to learn to manage people and money, and to get things done for other students. Student organizations currently listed in the Student Activities office include:

- **Alpha Mu Gamma** - To recognize achievement in the field of foreign languages; to stimulate a desire for linguistic attainment; to encourage an interest in the study of foreign languages, literatures, cultures, and civilizations; and to foster sympathetic understanding of other peoples and international friendship.

- **American Society of Civil Engineers** - To engender a keen interest in and a sound understanding of civil engineering and to promote its enjoyment.
- **Association of Information Technology Professionals** - To develop a better understanding of the nature and function of data processing.
- **Baptist Collegiate Ministry** - To establish an authentic community of Christ-followers for the purpose of serving the students and community, developing leaders who exemplify the character of Christ, and creating a place for student fellowship.
- **Campus Crusade for Christ** - To provide regular opportunities to study and discuss the Bible, worship and pray in a group setting, for fellowship, encouragement, and spiritual development among members
- **Criminal Justice Student Association** - To become familiar with the overall objectives of the criminal justice system, to help members improve their professional performance, and to observe related law enforcement activities as practiced by the criminal justice system.
- **Future Educators Association** - To develop a sound understanding of teacher education and to explore a career in education, including first hand experiences.
- **Gay-Straight Alliance of TTC** - To assure that all students are valued and respected regardless of sexual orientation and to build a uniting bond eliminating prejudice based on sexual orientation.
- **Gaming Club** - To develop leadership qualities and academic skills that will benefit the student in future endeavors and to provide students an organization through which they can network while sharing a common interest. While playing games will be part of the club, an exposure to the elements of gaming will also be explored. This includes but is not limited to the development of mathematics, psychology, subculture, and impact of gaming.
- **Hospitality and Culinary Student Association** - To acquaint members with basic concepts and philosophies of sales and marketing in the hospitality industry, especially as it relates to the operational subjects being studied
- **International Club** - To promote good will and understanding, to develop character, to cultivate friendship, and to assist international students in their academic skills and daily life adjustment.

- **Japanese Anime Educational Club** - To engender interest, understanding, and enjoyment of Japanese anime and manga.
- **Lex Artis Paralegal Society** – To promote fellowship and provide a networking facility between all students and alumni of the TTC Lex Artis Paralegal Society.
- **Lowcountry Aviation Maintenance Association** - To promote safety, knowledge, and dignity in the aviation profession.
- **Novo Caesaries** - To promote fellowship and professionalism among all students and alumni of TTC's Cosmetology program, and to use its cosmetic talent for public service.
- **Novo Derma** - To provide services to the College and community to develop an interest in skin knowledge and enjoyment in skin care.
- **Novo Derma-Palmer** – To promote leadership, fellowship, and professionalism and to develop an interest in skin care and enjoyment in skin knowledge.
- **Occupational Therapy Association** - To promote occupational therapy as a health profession, sponsor activities, facilitate communication between students and administration, and provide community services.
- **Partnership for Change in Communities and Families** – To serve and act on behalf of the needs, rights and well-being of communities, families and children.
- **Pharmacy Technician Association** - To develop a sound understanding of pharmacy and to promote the enjoyment of pharmacy.
- **Phi Beta Lambda** - To provide opportunities to develop business-related career competencies and to promote a sense of civic and personal responsibility.
- **Phi Theta Kappa** - To promote scholarship, develop character, and cultivate fellowship among students through the TTC chapter of the national honor society for two-year colleges.
- **Physical Therapist Assistants Student Association** - To develop exposure in the professional environment of physical therapy.
- **Radiologic Technology Association** - To promote scholastic excellence, develop character, and make others aware of the radiologic profession as a service to the students of TTC.
- **Roots and Shoots** - To foster respect and compassion for all living things, to promote understanding of all cultures and beliefs, and to inspire each individual to take action to make the world a better place for the environment, animals and the human community.
- **Single Parent/Homemakers Club** - To support each member and to help one another emotionally and socially.
- **Society for Dental Assisting** - To provide information and further education in the dental assisting fields.
- **Society for Medical Assistants** - To provide to the student body the services offered by the Allied Health Medical Assisting program.
- **Society for Medical Laboratory Technology** - To provide services, information, and further education in the medical laboratory technology field.
- **Society of Broadcasters** – To bring together a society of individuals who have unique interest in the radio and television field to form a bond of ideas, productivity, and friendships.
- **Society of Student Leaders** - To create a support group that will help college students achieve their goals and better their lives.
- **South Carolina Black Student Association** - To unite interested students to promote the achievement of overall excellence for black students.
- **Student Accounting Association** - To engender a keen interest in accounting, to develop a sound understanding of accounting and to promote enjoyment of accounting.
- **Student American Dental Hygienists' Association** - To cultivate, promote and sustain the art and science of dental hygiene; to represent and safeguard the common interest of the members of the dental hygiene profession; and to contribute toward the improvement of the health of the public.
- **Student Nurses Association** - To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- **Terra Bella** - To increase awareness in horticulture and related fields through the interaction of ideas and methods scholastically and socially.
- **The Trident Times** - To provide students with the opportunity to apply professional journalistic standards and practices through the exchange of news and viewpoints.
- **TTC Gospel Choir** - To provide musical service to the College and community, to foster spiritual growth and diversity among TTC students, and to develop an understanding for music.
- **Unified Club Council** - To establish a unified council of club presidents that shall furnish concourse for discussion and provide an enhanced, stronger, and better organized club system.
- **Vet Tech Club** - To provide awareness to the community on animal care and well-being and to provide services to the Berkeley County SPCA to ensure a better chance for adoption of their animals.
- **Visual Arts Association** - To provide and promote a better understanding of the functions of advertising and its values, to stimulate and encourage advertising professionalism through advertising education, and to develop the abilities of its members.
- **United Students Association** – To strengthen the unity between TTC's campuses and surrounding areas among all ethnic backgrounds.

Forming New Student Organizations

If your interests are in an area not represented by current organizations, then consider starting a new student organization. General guidelines for student organizations:

- There will not be two student organizations of the same type and purpose unless administrative approval is granted.
 - TTC student organizations shall be open to all currently enrolled students, faculty or staff without discrimination on the basis of race, color, gender, age, national or ethnic origin, religion, disability or sexual orientation.
 - TTC student organizations shall adhere to the regulations and procedures as outlined in the guidelines for student organizations entitled *The Common Denominator* as the basis for establishment, operation, and continued existence.
- Step 1 - Establish the name of your student organization and determine an educational purpose for the organization.
- Step 2 - Identify one or more full-time TTC faculty or staff members to serve as the advisor(s).

Step 3 - Recruit a minimum of 10 students to join the organization and submit a list of their signatures and printed names to Student Activities.

Step 4 - Write a constitution that states the name, purpose, membership requirements, officers' duties, election process, financial matters, meeting requirements, and amendment methods. A sample constitution is available in the Student Activities office.

Step 5 - Submit the constitution to Student Activities for approval by the Director of Student Activities, Dean of Student Development and Vice President for Student Services. Failure to follow these guidelines could result in disciplinary action.

Activity Period

The College suspends all classes one hour each month on a rotating basis to provide time for student organizations to conduct meetings. The activity period schedule is available from the Student Activities office and posted on campus bulletin boards.

Student Cabinet

All TTC student organizations comprise the College's Student Cabinet, which meets every semester with the President. Student Cabinet members include the president and vice president of each student organization. Student Cabinet provides an avenue for students to express viewpoints to College officials, to receive information regarding College policies and procedures, and to participate in the institution's decision-making process by serving on appropriate institutional committees.

Trident Times – Student Newspaper

TTC's student newspaper, *The Trident Times*, is a student publication by the students and for the students. The TTC Student Publication Board interviews and selects the newspaper editor. The newspaper staff consists of students interested in applying their journalistic skills through the exchange of news and viewpoints.

The Trident Times is available in paper copy distributed at all three campuses and also electronically online at www.tridenttch.tridenttimes

TTC Student Awards Program

TTC conducts an annual Awards Program at the end of spring semester to recognize both the academic and leadership accomplishments of outstanding students and student organizations.

TTC Student Events

Several resources are available to keep students informed of College happenings through the following sources of advertising and information.

- A Monthly Calendar of Events from Student Activities contains a brief summary of activities and academic information for the upcoming month. The calendars are available through the Student Activities office and are posted on bulletin boards in student lounges on all campuses.
- The bulletin boards in building hallways on each campus highlight information about College activities, as well as classified ads. Items placed on bulletin boards require approval through the Student Activities office or the campus dean at Berkeley and Palmer Campuses.

There is a campus program for everybody. Student Activities strives to provide programs that include social, educational, co-curricular and family components. Suggestions for campus events are always welcome. Just stop by Student Activities to make any suggestions or call 843.574.6012.

Student Lounge Guidelines

- Courteous behavior is requested in all activities.
- Smoking is prohibited; smoking areas are located outside the building.
- Please refrain from actions that would damage the furniture, including moving or walking on furniture.
- Place trash in containers.
- Gambling and solicitation are against the law.
- Only radios with headsets are permitted.
- Inappropriate public display of affection is prohibited.
- Programs or events conducted in the student lounge must be scheduled in advance with the Student Activities office.
- Failure to follow these guidelines could result in disciplinary action.

Student Employment Services

Student Employment Services provides access to off-campus employment, cooperative education opportunities and institutional and federal work-study positions. Free services are available to all currently enrolled students, to TTC alumni and to employers.

Student Employment Services posts all advertised part-time and full-time positions, including work-study availability, on TTC's web site. Additional services include:

- resume assistance
- interview preparation
- employment counseling
- on-campus interviews
- job search training
- career transition planning
- various career fairs throughout the year

Office locations are Main Campus, Building 940; Palmer Campus, Student Success Center, Room 226; and Berkeley Campus, Student Success Center, Room 178.

1. Job Search

Student Employment Services lists job openings from nearly 4,000 tri-county employers on the website, www.tridenttech.edu > Current Students > Student Employment Services. New jobs are constantly added, so check the website often. Students can search these jobs online and post a resume for employers to view. Employer services include job listings, on campus recruiting and interviewing, a resume database, and an employer library.

2. Career Fair

Two general college-wide career fairs, with over 100 employers, and hundreds of attendees that feature an excellent variety of occupations, are held each year. Many students find the job they are looking for or contacts for future employment at the TTC Career Fair.

3. Work Study Program

Two types of work study employment are available for students: Institutional Work Study and Federal Work Study. Work Study employment is designed to meet the work needs of the college

and other agencies while giving students experience and networking opportunities. Work study jobs are real jobs. Students are hired, evaluated, and can be fired for poor performance. They are also paid a wage. This work experience can go on a resume. To be eligible for Institutional Work Study, students must keep a cumulative 2.0 GPA, be enrolled in no less than six credit hours, and make satisfactory academic progress, known as being in good academic standing.

Federal Work Study students must show unmet financial need through the completion of the FAFSA (Free Application For Federal Student Aid), be in an approved program of study, and must remain in good academic standing.

All Work Study students may work up to 20 hours per week. Application for Work Study is made through the office of Student Employment Services on Main Campus, described above. For more information about Work Study employment at TTC, go to www.tridenttech.edu > Current Students > Student Employment Services.

4. Cooperative Education

Cooperative Education is a nationally recognized program that awards college credit for work experience related to your major. The job may be for pay or be on a volunteer basis. Credit is based on the number of hours worked per week and credits earned appear on your transcript. More information is available at TTC's Co-op Center on the Main Campus in Building 100, Room 204, or call (843) 574.6931.

TTC Educational Opportunity Programs

Trident Technical College Educational Opportunity Programs (EOP) consist of several federal TRIO programs and a Perkins IV grant, called Project ASSIST.

These grant programs are educational outreach programs targeted to assist and guide TTC students or prospective college students who plan to enroll in nontraditional programs or are low-income, first-generation college students, students with disabilities, or college bound high school students to progress through the academic pipeline from middle school to college. All are designed to assist students in overcoming barriers to higher education and provide participants with ongoing support in counseling, academic guidance, tutoring, and assistance with applying for financial aid.

TTC students may be eligible to participate in one of the following grant programs:

- Project ASSIST
- Student Support Services

The College also has the following community outreach grant programs geared specifically either for high school students or adults planning to enroll in college:

- Educational Opportunity Center (adult students)
- Educational Talent Search (high school students)
- Upward Bound Math and Science (high school students, summer program)
- Veterans Upward Bound

Visit www.tridenttech.edu to learn more information about these programs.

Project ASSIST

Project ASSIST (Assisting Successful Students in Selected Technologies) helps retain eligible enrolled students in technology programs and provides services to assist them in completing a program of study.

Project ASSIST is a free service to enrolled students who are economically disadvantaged (receive a Pell grant), who maintain a cumulative 2.2 GPA and who are in one or both of the following categories:

- Single parents/displaced homemakers/single pregnant women.
- Technology programs that are nontraditional for one gender. Technology programs that may be examples include females in Engineering Technology or in Automotive Technology, males in Dental

Hygiene or Nursing (pending approval by the South Carolina State Board for Technical and Comprehensive Education).

The federal government defines a nontraditional career as work for which individuals from one gender comprise less than 25% of those individuals employed in that field.

The project may provide services that reduce barriers to eligible students enrolled in technology programs of study. The grant does not support Associate in Arts and Associate in Science degrees or 2+2 programs.

Project ASSIST provides comprehensive services that may include personal and academic counseling with additional support services helping the student complete their educational goal.

Applicants must participate in a screening and orientation session. Students who are accepted must see a counselor once a month, attend semester workshops and successfully continue toward their academic goal.

Project ASSIST is funded through the Carl D. Perkins Career and Technical Improvement Act of 2006.

Student Support Services

Student Support Services is a TRIO program funded through a grant from the U.S. Department of Education that focuses on improving retention and graduation rates at TTC. In addition, the program assists students who plan to transfer to four-year colleges or universities by providing transfer advice and transfer tours to various colleges and universities.

SSS also provides activities for cultural enrichment. As a student in the program, you can receive tutoring in academic courses, assistance in obtaining financial aid, an academic report at midterm from your instructors each semester, and personal and career counseling.

You are eligible for the SSS program if you are enrolled at TTC, have an academic need, and meet any of the following criteria: first generation college student (neither of your parents/guardian received a four-year degree); meet federal guideline of certain income; have any diagnosed and documented disabilities.

SSS participants meet with a SSS counselor on a monthly scheduled basis, attend SSS workshops, and cultural activities. Monthly appointments ensure students are making progress toward achieving their academic goals.

Student Appeals and Complaints Overview

There are many avenues for TTC students to informally or formally appeal or complain. The nature of your appeal or complaint determines what type of action you as a student should take. Many appeals require documentation of an extenuating circumstance.

* DEFINITION OF AN EXTENUATING CIRCUMSTANCE *

An extenuating circumstance is an uncontrollable event such as a serious health condition, illness or injury; a traumatic event such as a natural disaster; divorce, sexual assault; criminal assault; a family emergency; employment changes such as military duty; mandated work schedule changes or involuntary lay-off/unemployment. Not included in this definition are issues such as transportation, roommate problems, incompatibility with faculty, difficult course load, dislike of a course, etc.

Academic

- **Academic Complaints**
If you have concerns about a grade, the availability of textbooks, course content, the classroom environment or the instructor, follow the Academic Complaint process (see Student Code) by first attempting to resolve the situation with your instructor. If the matter cannot be resolved with the instructor, then file an Academic Complaint form with the instructor's supervisor and the academic dean. Academic Complaint forms are available in all academic division offices.
- **Academic Misconduct**
A student placed on suspension or expulsion for academic misconduct (see Student Code) may appeal to the Vice President for Academic Affairs within two business days after receiving notification from the Vice President of the suspension or expulsion.
- **Late Withdrawal**
If you have an *extenuating circumstance* that prevented your withdrawal from a course(s) by the last date to withdraw during the semester, you can submit a late withdrawal appeal to the academic dean for your program of study.

The Late Withdrawal form is available online at <http://www.tridenttech.edu>>Current Students>Student Appeals and Complaints

- **Academic Suspension**
When a student goes on Academic Suspension, the right to appeal exists. You must complete the on-line Suspension Appeal form and submit appropriate documentation to the Registrar's Office, Main Campus by the published deadline for each semester. Go to <http://www.tridenttech.edu>>Current Students>Registrar>Academic Appeals.

Financial Aid

- **Financial Aid Suspension**
When a student goes on Financial Aid Suspension, the right to appeal exists. You must complete the on-line Suspension Appeal form and submit appropriate documentation to the Registrar's Office on Main Campus by the published deadline for each semester. Go on-line to your TTC Express account or to <http://www.tridenttech.edu>>Current Students>Financial Aid>Forms
- **Life Scholarship**
A Life Scholarship recipient who did not meet academic requirements to continue receiving the LIFE Scholarship because of an extenuating circumstance may file an appeal by the annual deadline directly to the South Carolina Commission on Higher Education at <http://www.che.sc.gov/StudentServices/Appeals>.
- **Lottery Assistance**
If you did not receive the Lottery Tuition Assistance award, but feel you meet all the requirements to receive the LTA award, submit the Lottery Assistance Appeal form. Go on-line to your TTC Express account or to <http://www.tridenttech.edu>>Current Students>Financial Aid>Forms
- **Multiple Attempts/Developmental Studies**
To request financial aid for a course that you already attempted two times with financial aid awards, or to request financial aid for developmental studies courses after you already attempted 31 or more hours at TTC, submit the Request for a Multiple Attempt or Developmental Studies Course Review. Go on-line to your TTC Express account or to <http://www.tridenttech.edu>>Current Students>Financial Aid>Forms

- **Special Circumstances**
A student can request consideration for financial aid award adjustments when special circumstances occur that changes the information provided on the Free Application for Federal Student Aid (FAFSA). Examples include layoffs and wage/hour reductions, costly medical situations, changes in dependent status, or losing a home to foreclosure. Submit the Request for Special Circumstances Review form. Go online to your TTC Express account or to <http://www.tridenttech.edu>>Current Students>Financial Aid>Forms
- **Student Loan Review**
To appeal the denial of a student loan for reasons other than Financial Aid Suspension, submit the Student Loan Request for a Stafford Loan Review appeal form. Go on-line to your TTC Express account or to <http://www.tridenttech.edu>>Current Students>Financial Aid> Forms

Other

- **Residency**
A student's residency classification occurs as part of the admissions process. To appeal residency classification, submit the required Residency Appeal forms to the Admissions Office/Main Campus. Go to TTC's website for the forms. <http://www.tridenttech.edu>>Current Students>Admissions>Residency
- **Sexual Harassment**
The College does not tolerate sexual harassment of students or employees. To express any sexual harassment concerns, contact a TTC official in the contact listing in this handbook.
- **South Carolina Tax Commission Debt Collection**
The South Carolina Tax Commission supports state agencies by collecting on delinquent accounts through garnishment of state tax refunds. TTC's Finance division annually notifies any students with delinquent balances due and provides instructions for appealing to the College's Hearing Officer in writing by the announced deadline to appeal.
- **Student Discipline**
A student placed on suspension or expulsion from TTC may appeal and request a hearing within two business days after receiving written notification

from the Vice President for Student Services of the suspension or expulsion. Students in this situation must contact the Vice President for Student Services Office to appeal and request a hearing.

- **Student Discrimination Complaints**
If a student has concerns about discrimination based on age, gender, color, race, disability or other conditions, preferences or behavior excluding sexual harassment, which is a separate appeal process, follow the Discrimination Complaints process detailed in this handbook by first attempting to resolve the situation with the faculty or staff member involved. If the matter cannot be resolved with the TTC employee, the student then has the option of filing a formal complaint with the Vice President for Student Services.
- **Student Services: Extenuating Circumstances (Non-Academic)**
To appeal a TTC policy due to an extenuating circumstance, complete the Student Services Appeal form and provide relevant documentation at the Registrar's office, Main Campus, or the Admissions Office at Berkeley or Palmer Campuses. To appeal an academic matter, follow the appropriate academic processes outlined above. The appeal form is available online at <http://www.tridenttech.edu>> Current Students> Student Appeals and Complaints.

Public Safety

Emergency Numbers : Off Campus: 843.574.6911 | On Campus: 6911
Nonemergency Number: 6053

	City of North Chas. Police	Berkeley County Sheriff	City of Charleston Police	Charleston County Sheriff	Summerville Police
Police/Fire/EMS	911	911	911	911	911
Non-emergency	740-2800	577-9562	574-7434	202-1700	871-2463

* When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.
NOTE: Long distance calls require the 843 area code to be dialed before dialing numbers other than 911.

Public Safety Officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the College.

Clery Act and Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus property, non-campus property and public property contiguous to TTC campuses. These statistics must be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses. Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's web site (www.ope.ed.gov/security). The College policies and procedures relating to campus security and the annual crime statistics are published on Public Safety's web page at <http://www.tridenttech.edu>. Other web sites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry Web site: <http://services.sled.state.sc.us/sor>
- Security on Campus Web site: <http://www.soconline.org/>

While the College makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself.

Whenever a threat to students is determined, timely notice will be made by College officials to help you become aware and protect yourself. Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies.

Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately, 843.574.6911 (6911 from a campus phone).

Reporting Emergencies and Crimes

All members of the College community share the responsibility of preventing crime. Report crimes, suspicious activities, and emergencies occurring on campus to Public Safety immediately. The emergency number is 843.574.6911 (6911 on campus) and it is posted throughout the College on telephones and in the College and Trident-area telephone directories. Emergency telephones are available in buildings and parking lots. If TTC telephone lines are out of service, call Public Safety at 843.572.1642. If Public Safety cannot be reached, report crimes on campus to local police who will relay the information by radio to Public Safety. Also, report crimes related to College activities occurring off campus to local police and Public Safety immediately. Reports made to Public Safety are used for making timely warnings and preparing the annual disclosure of campus crime statistics.

When calling Public Safety, please make sure you provide as much information as possible:

- Your name
- Your exact location and the exact location of the incident
- The phone number from where you are calling

- Description of injuries, if any, and need for medical assistance
- Immediate details of the incident (where it occurred, how long ago)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle, etc.)

Public Safety Services

Escorts to Your Car

If you would like an escort from class to your car, call the Public Safety office at 843.574.6053 or contact an officer on campus. (Other priorities may prevent an officer from escorting you at a specified time, so please be patient.)

Emergency Alert System

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, TTC's Emergency Alert System (EAS) will be activated (unless issuing a notification will compromise efforts to contain the emergency). For more information on EAS and how you may opt in to receive text and/or voice messages to your mobile devices, please refer to the Emergency Alert System (EAS) section in this handbook.

Emergency Messages

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6053, and Public Safety will attempt to locate you in your class to relay the message. This service is only for major emergencies. The College is unable to relay messages for other problems.

Emergency Telephones

The College has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer Campuses. These phones provide a direct connection to the College's Public Safety office. See campus maps for locations of emergency phones.

Environmental Health and Safety Emergencies

Public Safety has an Environmental Health and Safety manager who can respond to and mitigate environmental and safety hazards. If you observe the following emergencies contact Public Safety immediately at 843.574.6911 (6911 on campus):

- Chemical spills
- Biohazard/blood spills
- Spills of unknown origin
- Illegal dumping into storm drains
- Unknown odors
- Natural gas odors
- Safety hazards in classrooms, labs, offices, or elsewhere on campus

First Aid

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

Lost and Found

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items are held for 90 days.

Motorist Assistance

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

Special Medical Attention

If you want to notify the College about any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available at Public Safety. This information is kept confidential to Public Safety, EMS, and medical personnel.

College Regulations

Alcohol and Drugs

The sale, possession and consumption of controlled substances is specifically prohibited. Alcoholic beverages may only be served or consumed on campus in accordance with TTC Procedure 7-4-2. For details read the Student Code or go to TTC's Web site at <http://www.tridenttech.edu>. Violators are subject to arrest and College disciplinary action.

Alcoholic Beverages

Alcoholic beverages may only be served or consumed on campus in accordance with TTC Procedure 7-4-2 (Physical Facilities: Campus Events with Alcoholic Beverages). Violators are subject to enforcement of all applicable laws and College policies and procedures.

Animals

Animals are not allowed on the premises or property of TTC except for animals trained to assist the disabled, police dogs or police horses, or animals used for educational purposes in academic programs. The feeding of animals (feral, domestic, or wildlife) on campus is prohibited with the exception of those animals treated by the Veterinary Technology program or animals trained to assist persons with disabilities.

Children

To meet its mission of providing quality education, it is essential that the College maintain an environment that is conducive to student learning and employee productivity. For this reason, children should not be left unattended on campus. Unattended children should be reported to Public Safety immediately.

As prescribed in the TTC Catalog and TTC Student Handbook, students should not bring children to class or leave them unattended on campus. Students whose children are with them or who are left unattended on campus should not be admitted to class.

Children cannot be taken to Testing Services while a parent/guardian takes a test. They cannot be taken to The Learning Center while a parent/guardian has a tutoring session or uses The Center's media. Children may not be taken into any TTC library while the parent / guardian is studying or using library resources.

Employees should not bring children to campus during scheduled work hours, and no employee should assume responsibility for on-campus supervision of children. Employees are expected to take leave until off-campus child-care arrangements are made.

Vice Presidents may approve exceptions to this procedure for employees who request permission to bring children to campus for events such as a "Shadow Day." Employees must make requests, in writing, to the appropriate Vice President in advance of the activity.

Classroom Policies

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications devices such as pagers and telephones are generally not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS) who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means, and return to complete an examination. In these cases, instructors should make arrangements for retesting. Eating, drinking, or cooking in the classrooms and labs are not permitted.

Disruption of Academic Process

Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 16-17-420).

Emergency Evacuation and Drills

In accordance with TTC Procedure 12-1-1, Public Safety conducts unannounced fire drills each semester and performs tests of the Emergency Alert System (EAS Campus and EAS Mobile/E-mail at least once annually. Upon activation of a fire alarm, activation of the Emergency Alert System or at the direction of Public Safety, all occupants within affected building(s) are required to quickly and quietly evacuate. You should take your purse, book bag and any other personal belongings without delay when evacuating in case return to the building is not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other College officials.

Emergency or Unscheduled Closures

In accordance with TTC Procedure 5-0-5, if classes must be cancelled due to an emergency, inclement weather or other unscheduled closure of the College, students will be notified through TTC's Emergency Alert System (EAS). Announcements through local media (radio, television, newspaper) will be made through EAS Media and information will be posted on TTC's web site (www.tridenttech.edu). In addition, you may call the EAS InfoLine to hear recorded message alerts and to obtain additional information on the current operating status of the College. The EAS InfoLine can be accessed by calling 843.574.6262, ext. 9091. Also, a toll-free InfoLine, 877.869.7736 is activated when conditions warrant.

Firearms Prohibited

In accordance with TTC Procedure 12-1-6, and to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes.*

Under state law, a person may transport firearms in their vehicles only if secured in a closed glove compartment, closed console, or closed trunk. The College prohibits the removal of these firearms from the vehicle and the carrying of such firearms into any building or area adjacent thereto such as a parking lot on campus. Persons holding concealed weapon permits under the Law Abiding Citizens Self Defense Act of 1996 are also prohibited from carrying firearms onto TTC. This applies to any firearm or replica of a firearm in an assembled or unassembled condition.

Anyone who violates this policy is in violation of Section 16-23-420 of the South Carolina Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of \$5000 fine and five years imprisonment or both.

Other Weapons Prohibited

In addition, TTC Procedure 12-1-6 prohibits carrying any other weapon (knife, sword, blackjack, metal pipe, club, dirk, slingshot, brass knuckles, razor, or other type of weapon, object or device which may be used to inflict bodily injury or death) on campus. This applies to any weapon or replica of a weapon in assembled or unassembled condition.

**Law enforcement officers, active duty or reserve military or national guard personnel on duty having authorization to carry such firearms or weapons are exempt from this procedure.*

Personal Attitudes, Dress and Behavior

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding the following issues: eating, electronic devices and dress. TTC students and visitors are expected to dress in a manner appropriate to the academic and business functions in which the TTC community is engaged. It is a violation of the student code of conduct to do otherwise, and you are expected to adhere to the TTC Creed and guidelines for campus behavior.

Smoking

TTC promotes a safe, healthy environment on all its campuses and prohibits smoking inside and at all entrances to all College facilities. Smokers are expected to smoke in designated areas and discard cigarettes in ash urns provided at each building on campus.

Restricted Areas:

- Smoking is prohibited at the entrances to and inside all College buildings.
- College/State Vehicles

Monitoring No Smoking Regulations

Public Safety will advise individuals who are not in compliance with the College's no smoking procedure about the outdoor smoking areas. Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than \$10 nor more than \$25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

Traffic and Parking Regulations

Parking Decals and Traffic Regulations

All students operating vehicles on campus must obtain a parking decal. Parking decals are available in the Business office on Main Campus, and in the Admissions offices on Berkeley and Palmer campuses. Decals are to be placed on the rear window, driver's side of the vehicle.

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. The speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. South Carolina Uniform Traffic citations also may be issued for traffic and vehicle violations. All traffic accidents should be reported to Public Safety immediately.

Parking Decals for Persons with Disabilities

To legally park in a TTC disabled parking space, a vehicle must properly display a S.C. disabled parking placard and must be used in the transport of the permit holder. Faculty, staff, and students with temporary disabilities that require the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Main Campus or the Student Success Centers at Berkeley and Palmer Campuses. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

Bicycles

Bicycle racks are provided on Main Campus at: Student Center (Bldg. 410, north side), Industrial and Engineering Technology Building (Bldg. 700, front), Health Sciences Building (Bldg. 630, front), Breezeway between the General Education and Math and Science buildings (Bldgs. 100/300), General Education Building (Bldg. 100, outside Public Safety) and Math and Science Building, (Bldg. 300, rear, near the Learning Resources Center, Bldg. 510).

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

Preventing or Reporting Sexual Assaults

Sexual assault is strictly prohibited by the College. The College's Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the "South Carolina Campus Sexual Assault Information Act".

"Sexual assault" is defined as rape or any actual or attempted non consensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent.

"Rape" is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- unable to understand the circumstances and implications of the sexual advances;
- unable to make a reasoned decision concerning the sexual advances; or
- unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The College will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the Vice President for Student Services. If that

recommendation is suspension (from the College) or expulsion (from the College), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation, and the restriction of privileges.

Harassment is a pattern of intentional, substantial, and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a reasonable person) to suffer mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a reasonable person) to fear death, assault, criminal sexual contact, kidnapping (either the targeted person or a member of his/her family), or damage to his/her property or a family member's property. The TTC Public Safety department takes all complaints of harassment and stalking seriously and actively assists students, faculty, and staff in dealing with matters of this type through civil and criminal means. The College's Sexual Harassment Policy and Procedure can be found online in TTC Policies and Procedures at Sexual Harassment Policy and Sexual Harassment Procedure.

Sexual Assault Prevention

1. Use the campus escort and transit services.
2. Be aware of the emergency telephones and their locations.
3. Avoid being in classrooms or office buildings alone at night. If you must be there, let the campus police know where you are and how long you will be there. Stay near a telephone.
4. Report any suspicious person or activity to the Public Safety department, whatever the time, day, or night.
5. Know who is at your door before opening it.
6. Vary your routine. Do not walk the same route night after night.
7. When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
8. Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
9. Always lock the doors in your car, room, apartment, or house. Keep the car doors locked even when you are driving.
10. Never pick up hitchhikers.

11. When driving, always make sure you have enough gas to reach your destination.
12. When walking to your car at night, have your car keys in your hand before leaving the building.
13. When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
14. Take advantage of the rape awareness and rape defense training offered by the College and community groups.
15. If you drink alcoholic beverages, drink responsibly.

Public Safety Department Programs

The Public Safety Department offers educational and personal safety programs for students, faculty and staff. Among these programs is the women's Rape Aggression Defense (R.A.D.) course which is offered free of charge several times each year. Course offerings are announced on Public Safety's web site and in student portal announcements.

Crime Prevention

The College actively promotes campus security by providing services to prevent criminal activities, enhance personal safety, and protect property.

Escort Service

College Public Safety officers are available to escort faculty, staff, students and visitors to their vehicles and as otherwise requested. To request an escort, contact the Public Safety Department at 574-6053.

S.C. Sex Offenders Registry

Information on all registered adult sex offenders (age 17 and older) is available from the S.C. Sex Offenders Registry web site. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered

offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day care centers, family day care centers, or businesses and organizations that primarily serve children, women or vulnerable adults. Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency. Those who request the information must complete and submit a written request form at SLED or at a sheriff's office. A copy of the request form is available online, and it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221. The fax number is 803-896-7022

If you are sexually assaulted:

- Memorize as much detail as possible about the attacker.
- On campus call the College's Public Safety Department at 574-6053 immediately. Off campus call local emergency medical service immediately by dialing "911" or their local number. This does not obligate you to file charges or testify in court.
- If you prefer not to call the police, but you want to make it known that a rape occurred, you may contact the Vice President for Student Services or any member of Counseling and Career Development services.
- Do not bathe, shower, douche, or urinate.
- Do not change clothes if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth, or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.
- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend, or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will make contact with and escort you to an appropriate medical facility.
- Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The victims/witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- Public Safety will treat you and your case with sensitivity, understanding, and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudice you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions, and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

What Happens When a Rape Is Reported to the Public Safety Department?

When you notify Trident Technical College Public Safety officers of a rape, the following will occur:

What Happens When a Rape Is Reported to the Vice President for Student Services?

- Upon learning of a rape, the Vice President for Student Services (or designee) will contact you to offer the services of several Student Services departments. Any information you provide will be kept in the strictest of confidence.
- In the event you want the College to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the Vice President for Student Services, who will start College disciplinary processes. You will be invited, but not required, to meet with the Vice President for Student Services in order to discuss College's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the Vice President for Student Services, sanctions may be imposed. If the Vice President for Student Services recommends a temporary suspension, suspension (from the College), or expulsion (from the College), an administrative hearing may be scheduled.
- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The Vice President for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor, or support person present during the hearing. All hearings are closed to the public and are confidential.

When you report a rape to the Vice President for Student Services, the Vice President is required by law to inform the Trident Technical College Public Safety department. However, reporting this crime to the TTC Public Safety department in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of Vice President for Student Services and any other police or legal services at any point.

Victim's Rights

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The Vice President for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor, or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the Vice President for Student Services will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The College will accommodate such changes if reasonably possible.

Rights of the Referred Student

The College's "Rules for Student Disciplinary Procedure and Sanctions" can be found in the "Student Code and Academic Issues" section of the TTC Student Handbook or on the College's web site on the Current Students page, Student Code.

How the College Can Help?

- The College's Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
- The College will also change your academic situation if changes are requested and reasonably available.

Sexual Harassment Policy

TTC strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees of the College.

Sexual harassment of students or employees will not be tolerated. Unwelcome sexual advances, requests for sexual favors, verbal or written communications, and gestures or physical contacts of a sexual nature unsolicited and/or unwelcome will be considered sexual harassment in violation of Title VII of the Civil Rights Act of 1964. The College is fully committed to the prevention and elimination of sexual harassment and has procedures for handling allegations of sexual harassment.

Sexual harassment takes many forms, from continuous joking to physical assault. It may involve threats that you will fail in class or lose your job. It may make your study or work environment uncomfortable through continued sexual comments, suggestions or pressures. It may include sexually oriented verbal kidding or abuse including derogatory or degrading gender references such as whistling, catcalls or sexual remarks or jokes; subtle or overt pressure for sexual activity; and physical contact such as patting, pinching or constant brushing against another's body.

TTC's policy 8-2-0 and procedure 8-2-1, both titled "Sexual Harassment and Related Unprofessional Conduct," are available for review in the campus libraries and in the offices of vice presidents, deans and directors.

The faculty and staff members in the following table have been designated as contacts to help students, faculty and staff with sexual harassment concerns.

MAIN CAMPUS

Jane Claiborne • 574-6289
Building 430/Room 101

Leigh Fickling • 574-6246
Building 410/Room 210

Muriel Horton • 574-6138
Building 630/Room 206A

John Jamrogowicz • 574-6136
Bldg 410/Room 226

Regina Lane • 574-6304
Bldg 910/Room 103

Pamela Middleton • 574-6303
Bldg 410/Room 210

Deborah Mihal • 574-6013
Bldg 410/Room 210

Daryl Milligan • 574-6354
Bldg 200/Room 121

Jim Orgel • 574-6362
Bldg 410/Room 210D

Noelle Parris • 574-6056
Bldg 100/Room 147

Carrie Thompson • 574-6610
Bldg 900/Room 117

Patricia Vierthaler • 574-6094
Bldg 510/Room 157

DeVetta Williams-Hughes • 574-6199
Bldg 900/Rm 105

William Wrighten • 574-6652
Bldg 920/Room 211W

BERKELEY CAMPUS

Yolanda Bland • 899-8008
Room 178

Dana Coombs • 899-8038
Room 128

Ruth Ott • 899-8050
Room 125B

PALMER CAMPUS

Vincent Ashby • 722-5519
Room 226H

Phyllis Holmes • 937-5356
Room 127A

Judd Morrison • 722-5530
Room 156

Discrimination Complaints by Students

I. PURPOSE

The purpose of this procedure is to provide a system to channel student complaints against faculty and staff concerning discrimination on the basis of age, gender, color, race, disability, or other conditions, preferences or behavior, excluding sexual harassment complaints. The College has a specific sexual harassment policy and procedure. Also, the College has a mediation process for students with disabilities. For information, contact a counselor for students with disabilities. This procedure may not be used for any complaint which is not based on alleged discrimination. For academic matters, see Academic Complaints By Student.

II. PROCEDURES

A. First Step

The student must go to the instructor or staff member with whom the alleged problem originated within 10 days of the incident which generated the complaint. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the faculty or staff's notice of the complaint.

B. Second Step

If the complaint is not resolved at the informal conference, the student may file a written complaint. A complaint form shall be made available to the student from the Vice President for Student Services. The vice president will explain the complaint process to the student. The vice president shall give written acknowledgment of receipt of the complaint form. This acknowledgment shall be given

immediately or no later than two working days after receipt of the complaint form from the student. The vice president will then refer the complaint to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of the receipt of the complaint form from the vice president.

C. Third Step

If the written statement of the supervisor does not resolve the complaint, a request to appear before the Student Complaint Committee may be made. This request must be made in writing and addressed to the vice president, who will immediately convene the Complaint Committee as quickly as practical. The student must submit the request within five working days after receiving the written response from the supervisor.

The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student. The vice president will notify immediately the president of the College who shall ensure that a committee is organized in a manner consistent with Section III. A. of this procedure (the Student Complaint Committee). The vice president will send copies of the student's request to the members of the committee, the employee and the employee's supervisor. The employee against whom the complaint was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

The meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution to the grievance. In the case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the president of the College within two working days of the committee's decision.

D. Fourth Step

The committee's decision may be appealed by either party involved to the president within 10 working days of the committee's decision. The president shall review the committee's findings and decisions, conduct whatever additional inquiries are deemed necessary and render a decision within 10 working days of receipt of the grievant's appeal. The decision of the president is final.

III. THE STUDENT COMPLAINT COMMITTEE

A. The Student Complaint Committee shall be composed of the following:

16. Three student volunteers from the Student Cabinet.
17. Two faculty members recommended by the Vice President for Academic Affairs.
18. One Student Services staff member recommended by the Vice President for Student Services.
19. One administrator, appointed by the President of the College, who shall serve as chairperson of the committee. All recommended members must be approved by the president.

B. Purpose and Function of the Complaint Committee

1. All Student Complaint Committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time a complaint under this procedure is filed.
2. When a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Complaint

1. When a committee meeting is scheduled, the parties involved are entitled to:
 - a. A written notice of the complaint.
 - b. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents or exhibits that each party may present at the meetings.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the student. Legal counsel will not be allowed to question or cross examine witnesses or to address the committee for any purpose, directly or indirectly.

Student Code

I. GENERAL PROVISIONS

- A. Trident Technical College students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students also are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violated both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.
- B. **Internal Solutions of Problems**
The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.
- C. **Definitions** - When used in this code, unless the content requires other meaning:
College means Trident Technical College.
President means the chief executive officer of the College.
Vice President refers to either the Vice President for Student Services or Vice President for Academic Affairs.
Student means a person taking any course(s) offered by the College, either full time or part time.
Instructor means any person employed by the College to conduct classes.
Violation of Law means a violation of a law of the United States or any law or ordinance of a state or political

subdivision which has jurisdiction over the place in which the violation occurs.

- Administrative Officer** means anyone designated at the College as being on the administrative staff such as president, vice president, academic dean or public safety officer.
- Disciplinary Probation** means a confidential record of the student's action is maintained in the appropriate vice president's office. While no record is kept in permanent files, in the event of future violations of the student code, the student will be subject to suspension or expulsion.
- Suspension** means a temporary separation of the College and student under specified conditions.
- Expulsion** means permanent separation of the College and student insofar as pursuance of degree, diploma or certificate programs are concerned. Depending upon the circumstances, the expulsion may also apply to Continuing Education courses.
- Student Cabinet** refers to the student group comprised of the president and vice president of all officially chartered student organizations of TTC.

- D. **Additional Requirements**
There may be additional and/or more stringent requirements for students in Allied Health Sciences division programs and Nursing division programs. If there is a conflict between this handbook and the Allied Health Sciences division or Nursing division handbooks, the Allied Health Sciences Division or Nursing division handbooks will prevail.

II. GENERAL RIGHTS OF STUDENTS

- A. **Nondiscrimination**
There shall be no discrimination in any respect by the College against a student or applicant for admission as a student, based on race, color, age, religion, national or ethnic origin, religion, gender, disability or sexual orientation. Student organizations of the College shall employ membership policies which do not discriminate on the basis of race, color, age, religion, national or ethnic origin, gender, religion, disability or sexual orientation.
- B. **Freedom of Speech and Assembly**
Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable and non-discriminatory rules and regulations

regarding time, place, and manner. In the absence of a College policy to the contrary, the President must approve in advance all special-purpose student gatherings such as assemblies, protests, parades, processions or similar gatherings.

- C. **Freedom of Press**
In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing Student Cabinet, faculty and administration. The College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies and to appoint an editor in chief for the student newspaper.
- D. **Protection Against Unreasonable Searches and Seizures**
Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College public safety officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. **Student Representation in College Governance**
Students may be asked to serve on campus committees that have the following duties:
1. To propose policies that affect student activities and conduct.
 2. To make policy decisions on such matters.
 3. To implement policy.
- F. **Classroom Behavior**
Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the semester. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor should initiate a discus-

sion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Vice President for Student Services.

- G. **Evaluation and Grading**
Instructors will follow the announced College standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. **Privacy Information**
Information about individual student views, beliefs and political associations acquired by instructors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved, under legal compulsion or in case of emergency as determined by the director of Public Safety or the appropriate vice president.
- I. **Records**
1. **General**
The Registrar's office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate records may be maintained by other departments for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.
2. **Disciplinary Records**
Records of disciplinary action shall be maintained in the office of the Vice President for Student Services. No record of disciplinary action for student action or behavior unrelated to academic achievement shall be entered or made on the student's academic records in the Registrar's Office.
3. **Confidentiality of Records**
Before information in any student file may be released to anyone, the student must give prior written consent except in these instances stated below:
- a. To instructors and administrators for legitimate educational purposes and for routine administrative and statistical purposes.
 - b. To accrediting organizations to carry out their functions.

- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The vice president may authorize release of directory information as defined by the College, in accordance with the law.
- e. If the inquirer has a court order, the vice president or someone designated by that official will release information from the student's file.
- f. To parents or guardians of dependent students who submit a request form and provide appropriate documentation to support student's dependent status requests.

4. Treatment of Records After Student Graduation or Withdrawal

When students withdraw or graduate from a South Carolina technical college, their records shall continue to be subject to the provisions of this code.

5. Student Organizations

An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs is discouraged.

III. PROHIBITED CONDUCT

A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in section IV.B.2.b. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campuses of the College. This disruption does not necessarily have to involve violence or force for the student

to face disciplinary action. In addition to administrative action, any person who violated civil or criminal laws may be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the vice president or other administrative officer will request that those involved either leave the campus or abide by regulations governing uses of, or presence on, the campus. The vice president or other official will further announce that failure to disperse will result in enforcement of South Carolina law pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, it shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon.

C. Falsification of Information

Falsification of information and other unlawful acts, with intent to deceive, is defined to include but is not limited to:

1. Forgery, alteration or misuse of College documents, records or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the Student Grievance Committee when properly notified to appear.

D. Infringement of the Rights of Others

Infringing on the rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the College community or nonmembers of the College community occurring on campus or off campus during any College-approved activity.
4. Sexual harassment.

E. Failure to Comply

Failure to comply with the directions of College officials in the performance of their duties; failure to promptly identify oneself to College officials

when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a College official, as well as failure to evacuate a building during a fire alarm or refusing to present an ID upon request.

F. Other Unlawful Acts

Unlawful acts which call for discipline include, but are not limited to:

- Destruction, theft, damage or misuse of College property occurring on or off campus.
- Unauthorized entry upon the property of the College after closing hours.
- Unauthorized presence in any College facility after closing hours.
- Unauthorized possession or use of a key to any College facility or other property.
- Possession or use, on campus, of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
- Possession, use or distribution on campus of any narcotics or dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
- Possession, use or distribution on campus of any beverage containing alcohol or presence on campus under the influence of drugs or alcohol.
- Violation of institutional policies while on campus or off campus when participating in a College-approved activity.
- Violation of South Carolina and/or federal laws while on campus or off campus when participating in a College-approved activity.
- Engaging in any activity which disrupts the educational process of the College, or adversely interferes with other normal functions and services.

G. Also see Academic Misconduct

IV. RULES FOR STUDENT DISCIPLINARY PROCEDURE AND SANCTIONS

The procedures which follow are designed to deal with complaints against students by faculty, staff or other students, excluding complaints of academic dishonesty. Due process is essential in dealing with infractions of College regulations and state and federal statutes. Consequently, any

disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct by one or more students threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate temporary suspension. If the students fail to cease and desist, the administrative officer may then suspend them from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the Vice President in writing of the individuals involved and the nature of the infraction before 5 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two working days after identification has been determined.
3. After notification of the students involved, a hearing will be held in three working days or as soon thereafter as practicable, if requested by the suspended student(s).

B. Complaints

1. A charge involving a student infraction must be filed in writing with the office of the Vice President for Student Services.
2. The vice president shall make a preliminary investigation of the charge. After investigating the charge the vice president may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction from the following:
 - A written reprimand.
 - An obligation to make restitution or reimbursement.
 - A suspension or termination of particular student privileges.
 - Disciplinary probation.
 - Suspension from the College.
 - Expulsion from the College.
 - Refer the student to a College office or community agency to perform or obtain services.

- Other sanctions as determined to be appropriate by the vice president.
 - Any combination of the above.
3. A student (except for the students for whom tuition has been waived) who has been suspended from the College or expelled from the College may request a hearing before the Student Grievance Committee. This request must be submitted within two working days after receipt of the letter. At the hearing, the vice president shall report the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, the preliminary investigation and the reason for the decision.

V. THE STUDENT GRIEVANCE COMMITTEE

The College shall have a Student Grievance Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the decisions of the vice president. A committee shall be appointed each time a hearing is requested.

A. Membership of the committee shall be composed of the following:

1. Three faculty members appointed by the President.
2. Three student volunteers from the Student Cabinet and approved by the President.
3. One member of the Student Services staff appointed by the Vice President for Student Services and approved by the President.
4. The Vice President serves as a nonvoting member of the committee.
5. The Chair shall be appointed by the President from among the membership of the committee.

B. Functions of the committee are described as follows:

1. To hear a grievance from a student charged with an infraction that may result in disciplinary action.
2. To hand down a decision based only on evidence introduced at the hearing.
3. To provide the student with a statement of the committee's decision, including findings of fact, and if applicable, to impose one or more of the following sanctions or disciplinary actions:

- a. A written reprimand.
- b. An obligation to make restitution or reimbursement.
- c. A suspension or termination of particular student privileges.
- d. Disciplinary probation.
- e. Suspension from the College.
- f. Expulsion from the College.
- g. Any combination of the above, including sanctions more or less severe than those imposed by the vice president.

VI. PROCEDURES FOR HEARING BEFORE THE STUDENT GRIEVANCE COMMITTEE

A. Procedure Duties of the Vice President

At least seven calendar days prior to the date set for a hearing before the committee, the vice president shall have hand delivered or sent a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A restatement of the student's procedural rights.
4. A list of potential witnesses.
5. The names of committee members.
6. On written request of the student, the hearing may be held prior to the expiration of the seven days advance notification period, if the Vice President concurs with this request and if it is possible to convene the committee more quickly.

B. Procedural Rights of the Student include the following:

1. The right to counsel. However, the role of the person acting as counsel is solely to advise the student. Legal counsel will not be allowed to question or cross examine witnesses or to address the committee or witnesses for any purpose, directly or indirectly.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, that the president disqualify any voting member of the committee for prejudice or bias. (The request must contain reasons.) A request for disqualification, if made, must be submitted at least two

working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.

4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
8. The right to appeal to the President who will review the official findings of the hearing. The appeal to the president must be in writing and it must be made within seven working days of the receipt of the committee's decision.

C. The Conduct of the Committee Hearings

1. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
 - a. The student
 - b. Counsels
 - c. A recorder chosen by the committee chair
 - d. Witnesses shall
 - i. Give testimony before the committee.
 - ii. Be subject to questions from the student and committee.
 - iii. Upon the decision of the committee chair, be asked to leave the hearing.
2. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The committee shall not convene on a complaint if a student accused of misconduct under this code has been charged with a crime for the same act or closely related acts by federal, state or local authorities. However, the committee may proceed to hear and decide the case prior to the disposition of pending or threatened criminal charges in one of the following instances:
 - a. If the student so requests in writing, within seven working

days of the criminal charge being brought, or

- b. If the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health and well-being of the student or other members of the College community.
- c. If the vice president determines it is in the best interest of the College.
5. A student who refuses to comply with the procedures and rules established by the committee may be subject to removal from the hearing. The committee will complete the hearing and make a decision in the student's absence.
6. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the vice president's decision. The committee may make sanctions more or less severe than those imposed by the vice president.
7. Decisions of the committee shall be made by majority vote.
8. Within five working days after the decision of the committee, the vice president shall have hand delivered or shall send a certified letter to the student's last known address providing the student with the committee's decision.

D. Appeal to the President

The appeal to the President must be in writing and must be made within seven working days of the receipt of the committee's decision. The President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the committee's decision.
2. Review the findings and decisions of the committee.
3. Hear from the student, the vice president and/or the members of the committee before ruling on an appeal.
4. Approve or modify the decision of the committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Academic Misconduct

Academic misconduct includes, but is not limited to, inappropriate use of a College computer, cheating, plagiarism and/or collusion, and falsification of information.

A. A computer violation of the honor code is defined to include the following:

1. Representing another's work or answers as one's own.
2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
3. Bypassing, by any means, security measures installed on the computer.

4. Using College Internet access for sending, receiving or printing information which is personal or unrelated to current course work at TTC.

NOTE: Students must comply with all College lab rules and TTC Procedure 3-1-1 "Use of Information Technology Resources," available at www.tridenttech.edu/ttcpolicies/section3/UseofITResources.htm

B. Cheating is defined to include the following:

1. Copying from another student's work.
2. Using unauthorized material during a test.
3. Unauthorized collaborating with any other person during a testing situation.
4. Substituting material written ahead of time for material required to be produced during a testing situation.
5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
6. Substituting for another student or permitting another person to substitute for oneself during a testing situation.

C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. In most cases, plagiarism consists of submitting written or electronic work as your own that was copied from another source

and not cited. Plagiarism is not limited to words. In fact, any time you use someone else's ideas, images, or words and fail to cite your source, you have committed plagiarism.

D. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

E. Falsification of information with intent to deceive.

F. Other behavior constituting academic misconduct as determined by the Vice President of Academic Affairs or designee.

Procedure for Disciplinary Action for Academic Misconduct

A. First Offense

1. When a faculty member has reliable evidence of academic misconduct, the faculty member will review the facts and the proposed penalty with the appropriate department head.
2. With the approval of the department head, the faculty member may choose one of the four levels of action:

Level 1: Give no credit for the work in question and require the work to be done again for credit.

Level 2: Give a zero for the work in question and not allow the work to be redone for credit.

Level 3: Assign a grade of F for the course.

Level 4: Assign a grade of F for the course and request in writing to the dean that the Assistant Vice President for Instruction place the student on disciplinary probation.

Note: In cases of computer violations of the honor code, sanctions also may include denial of computer access upon the recommendation of the instructor and approval by the department head, dean and Assistant Vice President for Instruction.

3. If the dean approves of the disciplinary probation request, it will be forwarded to the Assistant Vice President for Instruction. After receiving the request and documentation and discussing the charge of academic misconduct with the student, the Assistant Vice President for Instruction may:

- a. Uphold the decision to assign a grade of F for the course and place the student on disciplinary probation.
- b. Direct the faculty member to take another level of action or no action.

B. Second Offense

If the Assistant Vice President for Instruction determines that a student has been involved in a second incident of academic misconduct, the student will be subject to suspension or expulsion from the College.

C. Grievance Process

1. A student placed on suspension or expulsion for academic misconduct may grieve the decision of the Assistant Vice President for Instruction by requesting a hearing before the Vice President for Academic Affairs. This request must be submitted to the Vice President for Academic Affairs within two working days after the student receives the assistant vice president's decision.
2. If a student wishes to grieve the decision of the Vice President for Academic Affairs, the student may request a hearing before the Student Grievance Committee. This request must be submitted to the Vice President for Academic Affairs within two days after the student receives the decision. At the hearing, the vice president shall report the nature of the alleged misconduct, the name of the student against whom the charge has been filed, results of the investigation, and the decision of the vice president.
3. In cases of academic misconduct, the Vice President for Academic Affairs will be responsible for the procedural duties of the vice president as outlined in "Procedures for Hearing Before the Student Grievance Committee."

On-Line Honor Code Pledge for all online course activities

1. I will not give my username and/or password to anyone.
2. I will submit only my original work.
3. I will not plagiarize*.
4. I am honor bound to complete all the assigned work and will honestly report my progress.
5. I will not discuss the contents of any exam with anyone until after the scores have been released.
6. I will not copy or print all, or part, of any exam. "Copy" encompasses any form of reproduction including, but not limited to, transcribing, printing, photocopying, photographing, and using the print screen tool.
7. I understand that I can be held accountable for failure to comply with all aspects of this honor pledge and Student Code as outlined in the TTC Student Handbook.

Academic Complaints By Students

Most academic matters generally will be left to the discretion of the faculty member; however, students may follow the procedure below concerning academic complaints. No retaliation or adverse action will be taken against the student for filing the complaint.

1. The student must first notify the faculty member of the complaint within 10 working days of the incident which generates the complaint.
2. The faculty member will discuss the matter with the student within 10 working days of this notice.
3. If the matter is not resolved in this informal conference, the student may file a written complaint with the faculty member's supervisor. Complaint forms are available in all academic division offices.
4. The supervisor must respond to the complaint within five working days of receipt of the complaint.
5. If the matter is still not resolved, the student will have five working days to present the written complaint to the next level supervisor (the dean or Assistant Vice President for Instruction).
6. If the matter is still not resolved, the student will have five working days to present the written complaint to the Vice President for Academic Affairs. In all cases, the decision of the vice president will be final.

Faculty Employment and Evaluation

English Fluency Requirements

I. General Information

A. Purpose

These procedures were developed to comply with Tech policy 8-2- 109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

B. Exclusions

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

II. Procedural Guidelines

A. Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.

B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the committee through the performance of the following minimum proficiency exercise:

1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.

2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.
- C. The committee will include representatives from the following:
 1. One representative from the Vice President for Academic Affairs office;
 2. One representative from Developmental Studies Reading;
 3. One representative from curriculum English;
 4. One representative from Employee Relations. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in No. 2.
- D. Any grievances under this procedure are to be filed with the office of the Vice President for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in No.1 and No.2.
- E. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. A permanent instructor judged deficient by the committee will be given 120 calendar days to develop sufficient skill to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
- F. Any adjunct instructor judged deficient by the committee may be immediately terminated.

- G. The College's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

Faculty Evaluations

Trident Technical College continually strives to improve the quality of instruction. One of the College's most significant tools in this improvement effort is the Student Evaluation of Courses and Instructors. Collectively, students are the individuals best prepared to judge the quality of instruction.

The evaluation process is designed to protect each student's confidentiality. The evaluation form allows students to respond to questions related to the quality of their classroom experience. Students also are encouraged to write personal comments regarding any aspect of the course or instructor. Since the results are used to make changes in course content and to improve performance, it is important for students to be accurate and honest.

This evaluation is an online process, which sends the instrument directly to the student's e-mail account.

After all evaluations have been submitted, an independent, nonacademic office compiles the results. The final results for each course and instructor are shared with the appropriate academic department and are used to improve the quality of courses and instruction.

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- F. Information about institutional procedures used to calculate

student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public

institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see <http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm>.

Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
- B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of Academic Programs, or visit our Web site at www.tridenttech.edu.

Residency Requirements for Public Colleges in South Carolina

The South Carolina Commission on Higher Education (SCCHE) monitors the residency laws and regulations for tuition and fees at all public colleges and universities in the state of South Carolina. Students can review the residency requirements at <http://www.che.sc.gov/StudentServices/Residency/Residency.htm>.

Alcohol and Drug Use

Policy and Information for Employees and Students of the South Carolina Technical College System

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations also will implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse also can significantly lower performance on the job and in the classroom, thus

impacting on the agency and the College mission, as well as seriously affect the student's educational and career goals.

3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resources officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/ student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

South Carolina Laws

Alcohol

Purchasing Beverages for Underaged

Person - It is unlawful for a person who purchases beer or wine while on licensed premises to give the beer or wine to a person to whom beer or wine cannot lawfully be sold, for consumption on the premises.

Penalty - Fined not less than fifty nor more than one hundred dollars or imprisoned for not more than thirty days. (Code 61-4-80)

Purchasing Beverages with False

Identification - It is unlawful for a person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine.

Penalty - Fined not less than fifty nor more than one hundred dollars or be imprisoned for not more than thirty days. (Code 61-4-60)

Transfer of Beer or Wine for Underage

Person - It is unlawful for a person to transfer or give to a person under the age of twenty-one years for the purpose of consumption of alcoholic liquors at any place in the State.

Penalty - Fined not more than two hundred dollars or imprisoned not more than thirty days. A person found guilty of a violation of Code 61-6-4070 and this section may not be sentenced under both sections for the same offense. The provisions of this section do not apply to a spouse over the age of twenty-one giving beer or wine to his spouse under the age of twenty-one in their home; to a parent or guardian over the age of twenty-one giving beer or wine to his children or wards under the age of twenty-one in their home; or to a person giving beer or wine to another person under the age of twenty-one in conjunction with a religious ceremony or purpose if the beer or wine was lawfully purchased. The provisions of this section do not apply to a person who gives, serves, or permits to be served any beer, ale, porter, wine, or other similar malt or fermented beverage to a student under the age of twenty-one if:

1. the person is an authorized instructor of an accredited college or university and is twenty-one years of age or older;
2. the student, eighteen years of age or older, is enrolled in the accredited college or university and is a student in a culinary course which has been approved through review by the State Commission on Higher Education, and the beverage is delivered as part of the student's required curriculum and is used only for instructional purposes during classes conducted pursuant to such curriculum;
3. the student is required to taste, but not consume or imbibe, the beverage during classes conducted under the supervision of the authorized instructor pursuant to the curriculum.
4. the beverage is never offered for consumption or imbibed by the student; and
5. the beverage at all times remains in the possession and control of the authorized instructor.

Sale of Beverages to Persons Under Twenty-one

- It is unlawful for a person to sell beer, ale, porter, wine, or other similar malt or fermented beverage to a person under twenty-one years of age.

Penalty - Fined not less than one hundred dollars nor more than two hundred dollars or imprisoned not less than thirty days nor more than sixty days, or both, in the discretion of the court. (Code 61-4-50) See also Code 61-6-4080 for alcoholic liquors.

Contributing to the Delinquency of a Minor

- It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

Penalty - Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)

Open Containers in Motor Vehicles

- It is unlawful for a person to have in his possession, except in the trunk or luggage compartment, beer or wine in an open container in a moving vehicle of any kind which is licensed to travel in this state or any other state and that may travel upon public highways of this State. This section must not be construed to prohibit the transporting of beer or wine in a closed container.

Penalty - Fine not more than one hundred dollars or imprisoned not more than thirty days. (Code 61-4-110) See also Code 61-6-4020 for alcoholic liquors.

Other Drugs

Possession and Distribution of Drugs

It is illegal to have, to make or intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

Penalty - Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of six months-one year. (Code 44-53-370)

Distribution Near School - It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities.

Penalty - Fine up to \$10,000 and/or confinement up to 10 years. (Code 44-53-445)

Distribution to Persons Under Eighteen

It is illegal to distribute a controlled substance to a person under eighteen.

Penalty - Imprisoned up to 20 years and fined up to \$30,000 (Code 44-53-440)

Public Disorderly Conduct - Any person found on any public highway or in any public place who is intoxicated or disorderly may be charged with disorderly conduct.

Penalty - Fine up to \$100 or confinement up to 30 days. (Code 16-17-530) 36

Alteration or Falsification of License

It is against the law to lend, issue, sell, alter, or use your license, or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

Penalty - Fine up to \$2,500 and/or confinement up to 6 months. (Code 56-1-515)

Driving Under the Influence (DUI)

It is unlawful for persons under the influence of alcohol or other drugs to drive.

Penalty - First offense - not less than \$400 fine; imprisonment up to 30 days; driver's license suspension 6 months-permanent. (Code 56-5-2930/2940)

Felony Driving Under the Influence

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

Penalty - For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 15 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years. (Code 56-5-2945)

Consent for Testing

Anyone who has driven on South Carolina highways automatically has given consent to chemical tests of breath, blood or urine. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary. (Code 56-5-2946)

Possession or Sale of Drug Paraphernalia

It is illegal to possess, manufacture, sell, or deliver drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

"Roach clips" - Clips used by the dentist to clip bibs around the necks of patients.

"Bong" - Pipe that may or may not use water.

"Carburetor" - Circulating tube with the holes at each end. Tube may be made out of glass or metal.

Penalty - Fine up to \$500. (Code 44-53-391)

DUI: Under 21 Years of Age

- A. The Department of Public Safety must suspend the driver's license, permit, or resident operating privilege of, or deny the issuance of a license or permit to a person under the age of 21 who drives a motor vehicle and has an alcohol concentration of two one-hundredths of one percent or more.
- B. A person under the age of 21 who drives a motor vehicle in this state is considered to have given consent to chemical tests of his or her breath or blood for the purpose of determining the presence of alcohol.
- C. A law enforcement officer who has arrested a person under the age of 21 for a violation, or any other traffic offense established by a political subdivision of this state, and has probable cause to believe that the person under the age of 21 has consumed alcoholic beverages and driven a motor vehicle may order the testing of the person arrested to determine the person's alcohol concentration. A law enforcement officer may detain and order the testing of a person to determine the person's alcohol concentration if the officer has probable cause to believe that a motor vehicle is being driven by a person under the age of 21 who has consumed alcoholic beverages.
- D. If a person refuses upon the request of the primary investigating officer to submit to chemical tests as provided in subsection ©, the department must suspend his or her license, permit or any nonresident operating privilege, or deny the issuance of a license or permit to him for six months or one year.
- E. If a person submits to a chemical test and the test result indicates an alcohol concentration of two one-hundredths of one percent or more, the department must suspend his license, permit or any nonresident operating privilege, or deny the issuance or permit to him or her for three months or six months.
- F. A test may not be administered or samples taken unless the person has been informed in writing that he does not have to take or give the samples, but that his privilege to drive must be suspended or denied for at least six months if he refuses to submit to the tests and that his or her refusal may be used against him in court. (Code 56-1-286)

Controlled Substance Theft

- A. It is unlawful for a person to take or exercise control over a controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine belonging to another person or entity with the intent to deprive the person or entity of the controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine.
- B. A person who knowingly and intentionally violates subsection (A):
 1. for a first offense, is guilty of a felony and, upon conviction, must be imprisoned for not more than five years or fined not more than five thousand dollars, or both: and
 2. for a second or subsequent violation, is guilty of a felony and, upon conviction, must be imprisoned for not more than ten years or fined not more than ten thousand dollars, or both. (Changed by L.2005, Act 127, §3, eff. 6/7/2005.)(Code 44-53-365)

FEDERAL ILLEGAL POSSESSION PENALTIES

Controlled Substances

First conviction: up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. There are special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport or conceal possession of controlled substances. There also are civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. [21 U.S.C. 844 (a); 21 U.S.C. 853 (a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844 a; 21 U.S.C. 853 (a)]

LOCAL INFORMATION

In addition to federal and state statutes, there are statutes or ordinances in the towns and cities in South Carolina which prohibit the use or distribution of alcohol or other drugs in the municipalities. These ordinances or statutes also carry penalties including jail and/or fines.

For an explanation of the counseling services available to TTC employees, see the College's Employee Assistance Program procedure 8-13-5, available in the College's Policy and Procedure manual, in Learning Resources at all three campuses. Also, TTC Procedure 8-7-1 contains additional information on the Drug Free Workplace Act and the Drug Free Communities and Schools Act. There can be serious employee sanctions for violation of these acts following the College's employee discipline processes, found in SBTCE policy 8-5-100 and procedure 8-5-100.1. The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited at TTC. The college will not tolerate students coming on campus in an intoxicated state. Violators are subject to

prosecution under local, state and federal law and/or college policy. For details, read the Student Code in the Catalog/Student Handbook, available in the Student Affairs office.

TTC's Counseling and Career Development Services are available to assist in determining appropriate resources to meet student needs regarding drug or alcohol abuse. The office is located on Main Campus, Building 410, Room 210. Counselors are available Monday through Friday from 8:30 a.m. to 5 p.m. To make an appointment call 574-6131.

Campus security and disclosure information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) and the Code of Federal Regulations require that all institutions of higher education that participate in federal student aid programs must prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson) that have occurred on campus, on non-campus buildings or property, or on public property that is contiguous to campus property. The annual report must also list the number of arrests and administrative disciplinary actions for liquor law, drug and weapons possession violations. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses.

In addition to publishing crime statistics, the act requires colleges to provide timely warnings to the campus community of certain crimes reported to Public Safety or local law enforcement that may be considered threats to students and employees.

TTC complies with this law in the following manner:

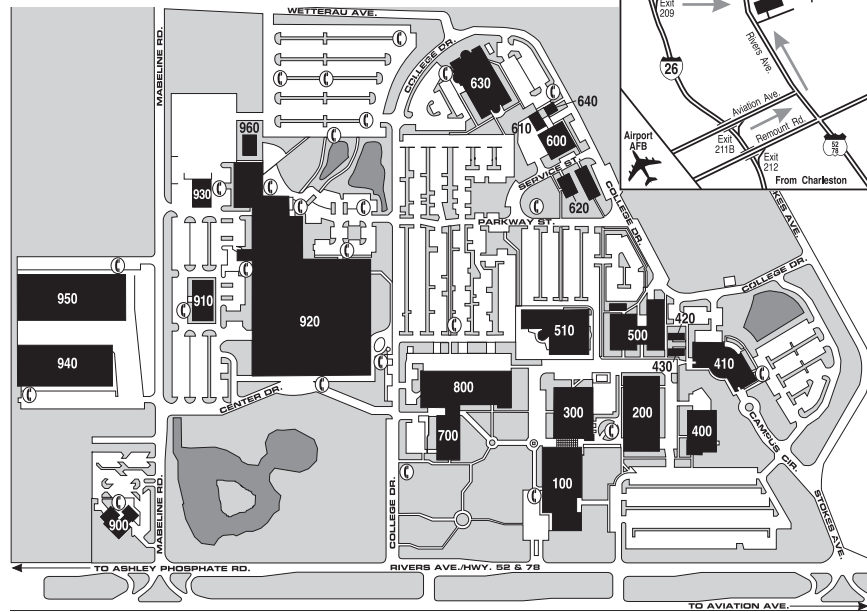
- A. On an annual basis, TTC publishes a summary of specific crimes committed in the geographic categories as described above, for the most recent three calendar years. Public Safety publishes this information on TTC Public Safety's web site (www.tridenttech.edu/publicsafety_psSecurity.htm) and on OPE's web site (www.ope.ed.gov/security).

- B. In the case of an immediate threat to persons or property, TTC communicates the pending danger to students and employees through Crime Alert Bulletins. Public Safety sends Crime Alert Bulletins to faculty, staff and students through electronic mail. Crime Alert Bulletins are also posted on Public Safety's webpage;
 - C. TTC maintains partnerships with all local police organizations to assist in communicating information and protecting persons and property in the case of an immediate danger; and
 - D. On a monthly basis, TTC reports the number and types of crimes committed on its campuses to state and federal authorities.
- Employees and students should report all crimes and suspicious situations to Public Safety immediately. Employees and students should address any comments concerning TTC's compliance with the act to the Director of Public Safety.
 - Federal, state and local law enforcement agencies supplement law enforcement activities on campus through concurrent jurisdictions

Campus Maps

MAIN CAMPUS

7000 Rivers Avenue, North Charleston, SC 29406



Building/Location Description

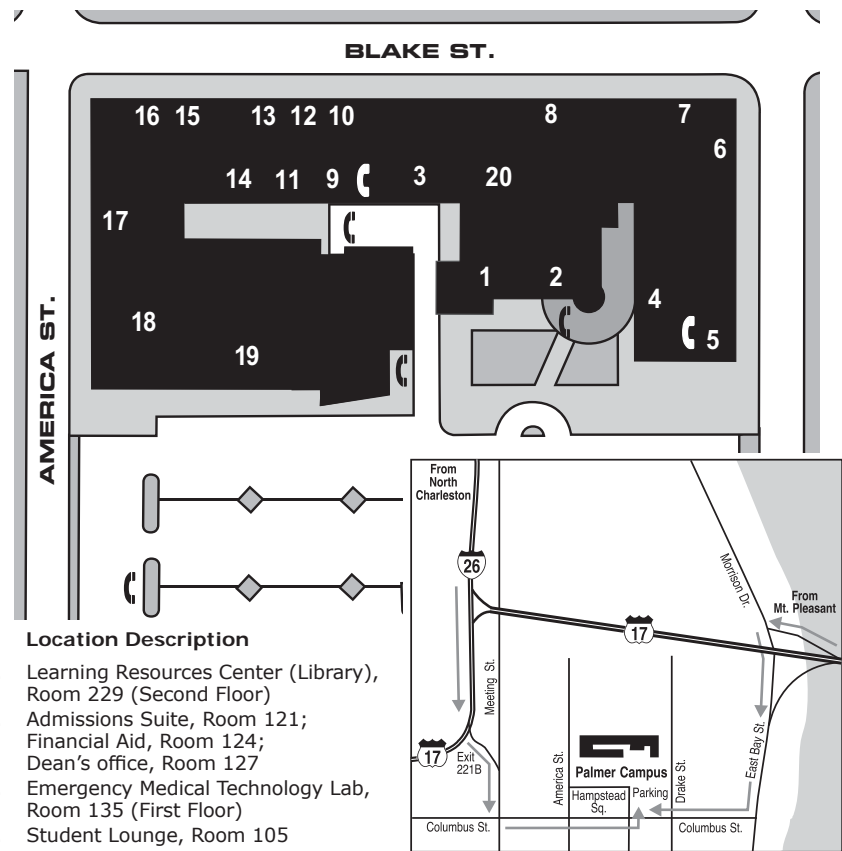
- 100 General Education Building Public Safety/Humanities and Social Sciences
- 200 Business Technology Building Business Technology/Computer Lab/Community, Family and Child Studies/Law-Related Studies/Classrooms
- 300 Math and Science Building Center for Information Technology Training/Science and Mathematics
- 400 Robotics Welding Building Industrial Technology
- 410 Student Center Admissions/Registrar's Office/Financial Aid/Lounge/Counseling/Student Activities/Testing/Food Court/Business Office
- 420 Orientation Center
- 430 Student Support Services Building
- 500 Communications Technology Building Film, Media and Visual Arts/Administrative Office Technology/Printing Services/Broadcasting
- 510 Learning Resources Center Library/English
- 600 Facilities Management/Deliveries Building Maintenance
- 620 Horticulture Building
- 630 Health Sciences Building Allied Health/Nursing
- 640 Annex Building General Classrooms

- 700/ Industrial and Engineering Technology Building
 - 800 Engineering Technology/Industrial Technology/Machine Tool Technology Lab/Process Control/Flexible Manufacturing Lab
 - 900 Administration Building President's Office/Human Resources/Employee Relations/Advancement/Marketing Services
 - 910 Complex for Economic Development/Continuing Education Center/Classrooms
 - 920 Complex for Economic Development College Center/Culinary Institute of Charleston/Information Technology Center/The Learning Center/Industrial Maintenance Technology Center
 - 930 Basic Construction Trades
 - 940 North Rivers Commerce Center Procurement/Information Center/Recruiting/Career and Employment Services
 - 950 Bookstore Industrial Maintenance Lab/Classrooms
 - 960 Basic Construction Trades Training Lab
- Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.*

Campus Maps

PALMER CAMPUS

66 Columbus Street, Charleston, SC 29403



Location Description

- 1. Learning Resources Center (Library), Room 229 (Second Floor)
- 2. Admissions Suite, Room 121; Financial Aid, Room 124; Dean's office, Room 127
- 3. Emergency Medical Technology Lab, Room 135 (First Floor)
- 4. Student Lounge, Room 105
- 5. Humanities and Social Sciences/Science and Mathematics, Rooms 102, 104, 106
- 6. Ophthalmic Lab, Room 218 (Second Floor)
- 7. Educational Opportunity Center, Rooms 112-114
- 8. Student Success Center/Orientation Center/Learning Assistance/Testing Services, Room 226 (Second Floor)
- 9. Bookstore/Business Office, Room 141
- 10. *under renovation*
- 11. Public Safety, Room 145
- 12. Clemente Center, Room 146
- 13. Esthetics Lab, Room 158
- 14. Nail Technology Lab, Room 239 (Second Floor)
- 15. Massage Therapy Lab, Rooms 234, 236 (Second Floor)

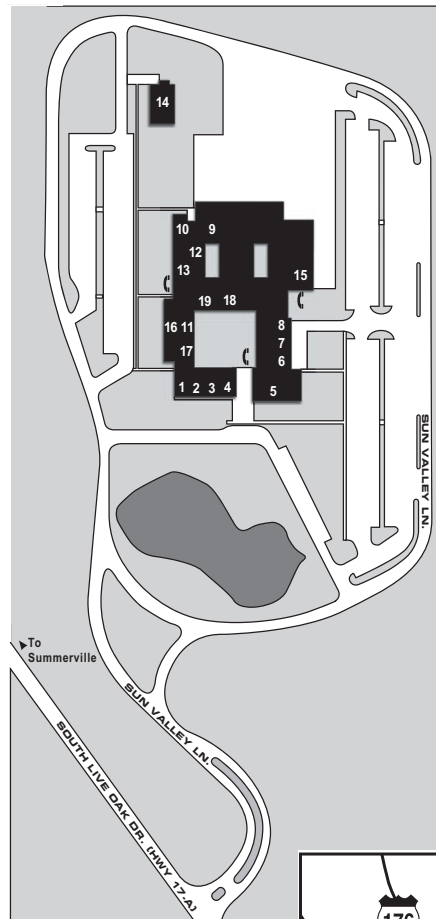
- 16. Biological Sciences Lab, Room 160
- 17. Computer Center, Rooms 247, 252 (Second Floor)
- 18. Amphitheater, Room 182
- 19. 181 Palmer Dining Room, Room 181/Culinary Institute of Charleston

IMPORTANT NOTES ABOUT PARKING AT PALMER CAMPUS - Parking at Palmer is limited and monitored closely by Public Safety. A parking decal does not guarantee you a place to park on campus. Consider getting to class ahead of time, carpooling, parking in the rear of the building, or buying a CARTA bus pass, which lets you ride all semester for \$10. Drive carefully and observe signs. Bike racks are located to the left of the new building.

Campus Maps

BERKELEY CAMPUS

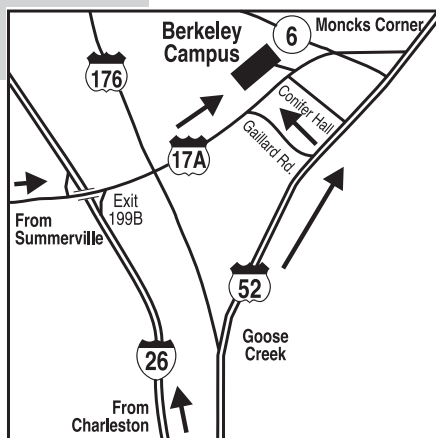
1001 S. Live Oak Drive (Hwy 17A), Moncks Corner, SC 29461



Location Description

1. Student Success Center/Orientation Center, Room 178
2. Bookstore/Business Office, Room 179
3. Admissions/Records, Room 180
4. Dean's Office, Room 181
5. Learning Resources Center (Library), Room 177
6. Student Lounge/Snack Shop, Room 176
7. Berkeley Conference Center, Room 175
8. Public Safety Offices, Room 174
9. Aircraft Maintenance Lab, Rooms 168 and 169
10. Cosmetology Lab, Room 170
11. Computer Lab, Room 146A
12. Nail Lab, Room 158
13. Esthetics Lab, Room 151
14. Veterinary Technology Building
15. Aircraft Maintenance Classroom, Rooms 164E and F
16. Computer Lab, Room 144
17. Developmental Studies Lab, Room 141
18. Biological Sciences Lab, Room 171
19. CNA Lab, Room 150

Students may park in any lot. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

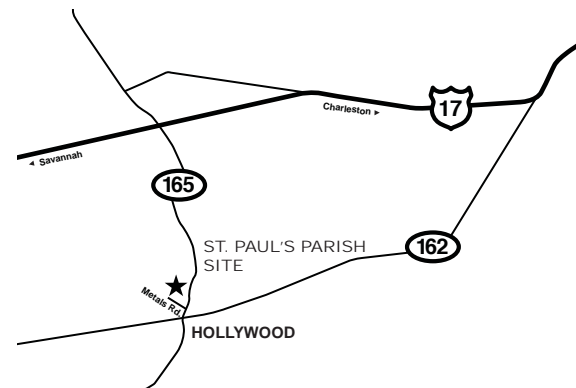


Campus Maps

ST. PAUL'S PARISH SITE

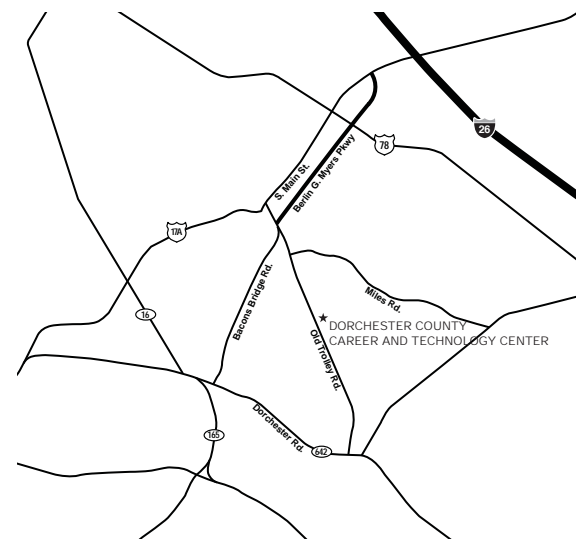
Directions to 5231 Hwy. 165, Hollywood, SC:

- Take US-17 South from Charleston.
- Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
- Stay on SR-162 for approximately 7 miles.
- Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
- The Ted Corbin Building is .10 of a mile on the left.



DORCHESTER COUNTY CAREER AND TECHNOLOGY CENTER

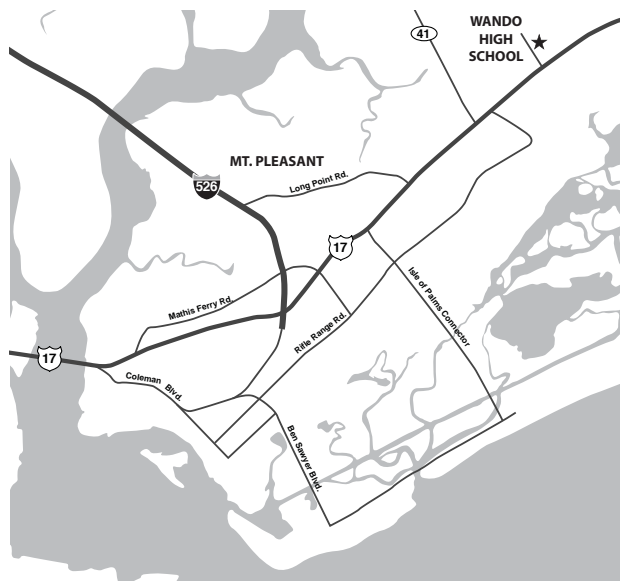
449 Old Trolley Rd., Summerville, SC



Campus Maps

WANDO HIGH SCHOOL

1000 Warrior Way, Mt. Pleasant, SC



Dorchester County Quickjobs Training Center

5164 E. Jim Bolton Blvd., St. George, SC



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TRIDENT TECHNICAL COLLEGE

2010
2011

Student
Planner

My Schedule/Things to Do

Fall Semester
2010

Application Deadline Aug. 9
 Registration Aug. 17
 Course Cancellation Aug. 19

FALL SEMESTER

Classes Begin.....Aug. 23
 Drop/AddAug. 23-27
 Labor Day Holiday
 (College closed to the public) . Sept. 6
 Student Activity Period Sept. 9
 Student Activity Period Oct. 4
 Midterm Oct. 11
 Student Evaluation
 of Course and Instructor .. Oct. 12-22
 Student Holiday Nov. 1-2
 Last Day to Withdraw
 with a Grade of W Nov. 5
 Student Activity Period Nov. 10
 Student Holiday Nov. 24
 Thanksgiving Holidays
 (College closed) Nov. 25-28
 Holiday Drop In.....Dec. 4
 Deadline for Make-up Tests, Retests,
 Distance Learning Tests other than
 Final Dec. 6
 Classes End Dec. 6
 Exams Dec. 7-10, 13-14
 Winter Holidays
 (College closed) Dec. 18-Jan. 3

*Students enrolled in FastForward classes
 and Weekend College classes should
 review the Fall Semester information list
 above for dates of student activity periods
 and student and college holidays.*

FALL 2010
FINANCIAL AID CALENDAR

June 4, 2010

This is the *priority date to have a
 completed Financial Aid file* in order to
 have funds available for Fall Semester
 2010.

July 9, 2010

This is the *priority date to complete
 Financial Aid Verification* in order to
 have funds available for Fall Semester
 2010.

FALL 2010-WEEKEND 1

Registration EndsAug. 27
 Classes Begin.....Aug. 28
 Drop Classes..... Aug. 28-Sept. 3
 Student Evaluation
 of Course and Instructor..Sept. 10-17
 Last Day to Withdraw
 with a Grade of WSept. 17
 Classes EndSept. 19
 ExamsSept. 25

FALL 2010-WEEKEND 2

Registration Ends Oct. 1
 Classes Begin..... Oct. 2
 Drop Classes..... Oct. 2-8
 Student Evaluation
 of Course and Instructor .. Oct. 15-22
 Last Day to Withdraw
 with a Grade of W Oct. 22
 Classes End Oct. 24
 Exams Oct. 30

FALL 2010-WEEKEND 3

Registration Ends Nov. 5
 Classes Begin..... Nov. 6
 Drop Classes..... Nov. 6-12
 Student Evaluation of Course and
 Instructor Nov. 19-Dec. 3
 Last Day to Withdraw
 with a Grade of W Dec. 3
 Classes End Dec. 5
 Exams Dec. 11

FALL 2010-FASTFORWARD 1

Registration EndsAug. 20
 Classes Begin.....Aug. 23
 Drop/AddAug. 23-25
 Student Evaluation
 of Course and Instructor .Sept. 15-25
 Last Day to Withdraw
 with a Grade of WSept. 28
 Classes End Oct. 11
 Exams Oct. 12-13

FALL 2010-FASTFORWARD 2

Registration Ends Oct. 13
 Classes Begin..... Oct. 14
 Drop/Add Oct. 14-18
 Student Evaluation
 of Course and InstructorNov. 9-19
 Last Day to Withdraw
 with a Grade of WNov. 22
 Classes End Dec. 8
 Exams Dec. 9-10, 13-14

My Schedule/Things to Do

Spring Semester
2011

Application Deadline Dec. 6
 Registration Jan. 5
 Course Cancellation Jan. 6

SPRING SEMESTER

Classes Begin Jan. 10
 Drop/Add Jan. 10-14
 Martin Luther King Holiday
 (College closed to the public) Jan. 17
 Student Activity Period Jan. 20
 Student Activity Period Feb. 16
 Midterm Feb. 28
 Graduation Ceremony
 Application/Cap and Gown Order
 Deadline Feb. 28
 Student Evaluation of
 Course and Instructor March 1-11
 Student Holiday March 14-18
 Student Activity Period March 21
 Last Day to Withdraw
 with a Grade of W March 30
 Good Friday (classes held) April 22
 Student Holiday April 23
 Deadline for Make-up Tests, Retests,
 Distance Learning Tests other
 than Final April 25
 Classes End April 25
 Exams April 26-29, May 2
 Awards Day May 6
 Graduation May 6

*Students enrolled in FastForward classes
 and Weekend College classes should re-
 view the Spring Semester information list
 above for dates of student activity periods
 and student and college holidays.*

SPRING 2011
FINANCIAL AID CALENDAR

November 5, 2010

This is the *priority date* to have a
completed Financial Aid file in order
 to have funds available for Spring
 Semester 2011.

November 29, 2010

This is the *priority date* to complete
Financial Aid Verification in order to
 have funds available for Spring Se-
 mester 2011.

SPRING 2011-WEEKEND 1

Registration Ends Jan. 14
 Classes Begin Jan. 15
 Drop Classes Jan. 15-21
 Student Evaluation of
 Course and Instructor Jan. 28-Feb. 4
 Last Day to Withdraw
 with a Grade of W Feb. 4
 Classes End Feb. 6
 Exams Feb. 12

SPRING 2011-WEEKEND 2

Registration Ends Feb. 18
 Classes Begin Feb. 19
 Drop Classes Feb. 19-25
 Student Evaluation of
 Course and
 Instructor March 4-11
 Last Day to Withdraw
 with a Grade of W March 11
 Classes End March 13
 Exams March 19

SPRING 2011-WEEKEND 3

Registration Ends March 25
 Classes Begin March 26
 Drop Classes March 26-April 1
 Student Evaluation of
 Course and Instructor April 8-15
 Last Day to Withdraw
 with a Grade of W April 15
 Classes End April 17
 Exams April 30

SPRING 2011-FASTFORWARD 1

Registration Ends Jan. 7
 Classes Begin Jan. 10
 Drop/Add Jan. 10-12
 Student Evaluation of
 Course and Instructor Feb. 2-12
 Last Day to Withdraw
 with a Grade of W Feb. 15
 Classes End Feb. 28
 Exams March 1-2

SPRING 2011-FASTFORWARD 2

Registration Ends March 2
 Classes Begin March 3
 Drop/Add March 3-4
 Student Evaluation of
 Course and Instructor April 1-11
 Last Day to Withdraw
 with a Grade of W April 14
 Classes End April 27
 Exams April 28-29, May 2

My Schedule/Things to Do

Maymester 2011

Application Deadline	May 2
Registration Ends	May 6
Classes Begin.....	May 9
Drop/Add	May 9
Confederate Memorial Day Observed (Maymester classes held.	
College closed to the public)	May 10
Student Evaluation of Course and Instructor.....	May 17-26
Last Day to Withdraw with a Grade of W	May 20
Classes End	May 26
Exams	May 27

**Summer Semester
2011**

Application Deadline	May 16
Registration	May 24
Course Cancellation	May 26
Memorial Day (Summer classes held.	
College closed to the public)	May 30

SUMMER SEMESTER

Classes Begin.....	May 30
Drop/Add	May 30-June 1
Student Activity Period	June 7
Midterm	June 29
Student Evaluation of Course and Instructor.....	June 30-July 16
Independence Day Holiday (College closed)	July 2-4
Student Holidays	July 5-8
Student Activity Period	July 13
Last Day to Withdraw with a Grade of W.. July 21	
Classes End	Aug. 5
Deadline for Make-up Tests, Retests, Distance Learning Tests other than Final	Aug. 5
Exams	Aug 6-10

Students enrolled in FastForward classes and Weekend College classes should review the Summer Semester information list above for dates of student activity periods and student and college holidays.

SUMMER 2011-WEEKEND 1

Registration Ends	May 27
Classes Begin.....	May 28
Drop Classes.....	May 28-June 3
Student Evaluation of Course and Instructor.....	June 10-17
Last Day to Withdraw with a Grade of W.. June 17	
Classes End	June 19
Exams	June 25

SUMMER 2011-WEEKEND 2

Registration Ends	July 1
Classes Begin.....	July 9
Drop Classes.....	July 9-15
Student Evaluation of Course and Instructor.....	July 22-29
Last Day to Withdraw with a Grade of W.. July 29	
Classes End	July 31
Exams	Aug. 6

SUMMER 2011-FASTFORWARD 1

Registration Ends	May 27
Classes Begin.....	May 30
Drop/Add.....	May 30-31
Student Evaluation of Course and Instructor.....	June 10-17
Last Day to Withdraw with a Grade of W.....	June 17
Classes End	June 24
Exams	June 27-28

SUMMER 2011-FASTFORWARD 2

Registration Ends	July 1
Classes Begin.....	July 11
Drop/Add	July 11-12
Student Evaluation of Course and Instructor	July 22-29
Last Day to Withdraw with a Grade of W.....	July 29
Classes End	Aug. 5
Exams	Aug. 8-9

**SUMMER 2011
FINANCIAL AID CALENDAR****April 1, 2011**

This is the *priority date to have a completed Financial Aid file* in order to have funds available for Summer Semester 2011.

April 15, 2011

This is the *priority date to complete Financial Aid Verification* in order to have funds available for Summer Semester 2011.

<i>August</i>	<i>2010</i>
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	Monday
	2

	Tuesday
	3

	Wednesday
	4

	Thursday
	5

	Friday
	6

	Saturday
	7

	Sunday
	8

August 2010

Fall Semester 2010: Application Deadline

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

13

Saturday

14

Sunday

15

August 2010

Monday

16

Tuesday

17

Wednesday

18

Thursday

19

Friday

20

Saturday

21

Sunday

22

Fall Semester 2010: Registration

Fall Semester 2010: Course Cancellation

Fall 2010-FastForward 1: Registration Ends

August 2010

Fall 2010-FullTerm & FastForward 1: Classes Begin	Monday
Fall 2010-FullTerm & FastForward 1: Drop/Add	23

Fall 2010-FullTerm & FastForward 1: Drop/Add	Tuesday
	24

Fall 2010-FullTerm & FastForward 1: Drop/Add	Wednesday
	25

Fall 2010-FullTerm: Drop/Add	Thursday
	26

Fall 2010-FullTerm: Drop/Add	Friday
Fall 2010-FullTerm: Registration Ends	27
Fall 2010-Payment Deadline 6:30pm	

Fall 2010-Weekend 1: Classes Begin	Saturday
Fall 2010-Weekend 1: Drop Classes	28
Fall 2010-FastForward 1: Last Day to Withdraw with a Grade of W	

Fall 2010-Weekend 1: Drop Classes	Sunday
	29

August-September 2010

Fall 2010-Weekend 1: Drop Classes	Monday
	30

Fall 2010-Weekend 1: Drop Classes	Tuesday
	31

Fall 2010-Weekend 1: Drop Classes	Wednesday
	1

Fall 2010-Weekend 1: Drop Classes	Thursday
	2

Fall 2010-Weekend 1: Drop Classes	Friday
	3

	Saturday
	4

	Sunday
	5

September 2010

Labor Day
Labor Day Holiday (College closed to the public) **Monday** 6

Tuesday 7

Main Campus - 11:30 College Survival Skills **Wednesday** 8

Student Activity Period **Thursday** 9
Palmer Campus - 11:30 How to Read a College Textbook
Palmer Campus - 12:00 and 5:15 College Survival Skills
Main Campus - 1:15 Managing Your Career During A Recession

Friday 10

Saturday 11

Sunday 12

September 2010

Main Campus - 11:30 Test-taking Skills **Monday** 13
Palmer Campus - 1:30 Developing Good Healthy Habits

Main Campus - 9:30 Test-taking Skills **Tuesday** 14

Wednesday 15

Thursday 16

Fall 2010-Weekend 1: Last Day to Withdraw with a Grade of W **Friday** 17

Saturday 18

Fall 2010-Weekend 1: Classes End **Sunday** 19

September 2010

Monday
20

Tuesday
21

Palmer Campus - 1:30 Encouraging Male Bonding and Promoting Academic Success
Wednesday
22

Thursday
23

Friday
24

Fall 2010-Weekend 1: Exams
Saturday
25

Sunday
26

September-October 2010

Monday
27

Tuesday
28

Wednesday
29

Thursday
30

Fall 2010-Weekend 2: Registration Ends
Friday
1

Fall 2010-Weekend 2: Classes Begin
Fall 2010-Weekend 2: Drop Classes
Saturday
2

Fall 2010-Weekend 2: Drop Classes
Sunday
3

October 2010

Student Activity Period	Monday	4
Fall 2010-Weekend 2: Drop Classes Palmer Campus - 10:20 and 5:15 Where there's a Will, there's an A, B, or C Student		

Fall 2010-Weekend 2: Drop Classes	Tuesday	5
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Fall 2010-Weekend 2: Drop Classes	Wednesday	6
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Fall 2010-Weekend 2: Drop Classes	Thursday	7
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Fall 2010-Weekend 2: Drop Classes	Friday	8
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	Saturday	9
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	Sunday	10
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October 2010

<i>Columbus Day</i>	Monday	11
Fall 2010-FullTerm: Midterm Fall 2010-FastForward 1: Classes End		

Fall 2010-FastForward 1: Exams	Tuesday	12
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Fall 2010-FastForward 1: Exams Fall 2010-FastForward 2: Registration Ends	Wednesday	13
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Fall 2010-FastForward 2: Classes Begin	Thursday	14
Fall 2010-FastForward 2: Drop/Add Main Campus - 2:00 Time Management Skills for College		

Fall 2010-FastForward 2: Drop/Add Main Campus - 11:30 Am I Stressed or Depressed?	Friday	15
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Fall 2010-FastForward 2: Drop/Add	Saturday	16
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Fall 2010-FastForward 2: Drop/Add	Sunday	17
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October 2010

Fall 2010-FastForward 2: Drop/Add

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Fall 2010-Weekend 2: Last Day to Withdraw with a Grade of W

Friday

22

Saturday

23

Fall 2010-Weekend 2: Classes End

Sunday

24

October 2010

Monday

25

Tuesday

26

Wednesday

27

Palmer Campus - 1:15 and 5:15 "Pros & Cons of Withdrawing"

Thursday

28

Friday

29

Fall 2010-Weekend 2: Exams

Saturday

30

Halloween

Sunday

31

November 2010

Student Holiday **Monday**
1

Election Day **Tuesday**
Student Holiday 2

Main Campus - 1:00 Should I Withdraw? **Wednesday**
3

Thursday
4

Fall 2010-FullTerm: Last Day to Withdraw with a Grade of W **Friday**
Fall 2010-Weekend 3: Registration Ends
Financial Aid Priority Date to have a completed FA file in order to have funds
available for Spring Semester 2011 5

Fall 2010-Weekend 3: Classes Begin **Saturday**
Fall 2010-Weekend 3: Drop Classes 6

Fall 2010-Weekend 3: Drop Classes **Sunday**
7

November 2010

Fall 2010-Weekend 3: Drop Classes **Monday**
8

Fall 2010-Weekend 3: Drop Classes **Tuesday**
9

Student Activity Period **Wednesday**
Palmer Campus - 9:10 and 5:15 Relationships and the dating game
Fall 2010-Weekend 3: Drop Classes 10

Veteran's Day **Thursday**
Fall 2010-Weekend 3: Drop Classes 11

Fall 2010-Weekend 3: Drop Classes **Friday**
12

Saturday
13

Sunday
14

<i>November</i> <i>2010</i>	
	Monday 15
	Tuesday 16
	Wednesday 17
	Thursday 18
	Friday 19
	Saturday 20
	Sunday 21

<i>November</i> <i>2010</i>	
Fall 2010-FastForward 2: Last Day to Withdraw with a Grade of W	Monday 22
	Tuesday 23
Student Holiday	Wednesday 24
<i>Thanksgiving Day</i> Thanksgiving Holidays (College closed)	Thursday 25
Thanksgiving Holidays (College closed)	Friday 26
Thanksgiving Holidays (College closed)	Saturday 27
Thanksgiving Holidays (College closed)	Sunday 28

November-December 2010

Financial Aid Verification Priority Date to have verification complete in order to have funds available for Spring Semester 2011

Monday

29

Tuesday

30

Main Campus - 10:30 How to Survive Exams

Wednesday

1

Main Campus - 1:00 How to Survive Exams

Thursday

2

Fall 2010-Weekend 3: Last Day to Withdraw with a Grade of W

Friday

3

Holiday Drop In

Saturday

4

Fall 2010-Weekend 3: Classes End

Sunday

5

December 2010

Spring Semester 2011: Application Deadline

Monday

6

Fall 2010-FullTerm: Classes End
Fall 2010-FullTerm: Deadline for Make-up Tests, Retest, Distance Learning Test other than Final

Fall 2010-FullTerm: Exams

Tuesday

7

Fall 2010-FullTerm: Exams

Wednesday

8

Fall 2010-FullTerm & FastForward 2: Exams

Thursday

9

Fall 2010-FullTerm & FastForward 2: Exams

Friday

10

Fall 2010-Weekend 3: Exams

Saturday

11

Sunday

12

December 2010

Fall 2010-FullTerm & FastForward 2: Exams

Monday

13

Fall 2010-FullTerm & FastForward 2: Exams

Tuesday

14

Wednesday

15

Thursday

16

Friday

17

Winter Holidays (College closed)

Saturday

18

Winter Holidays (College closed)

Sunday

19

December 2010

Winter Holidays (College closed)

Monday

20

Winter Holidays (College closed)

Tuesday

21

Winter Holidays (College closed)

Wednesday

22

Winter Holidays (College closed)

Thursday

23

Christmas Eve

Winter Holidays (College closed)

Friday

24

Christmas Day

Winter Holidays (College closed)

Saturday

25

Winter Holidays (College closed)

Sunday

26

December-January **2010**

Winter Holidays (College closed)

Monday

27

Winter Holidays (College closed)

Tuesday

28

Winter Holidays (College closed)

Wednesday

29

Winter Holidays (College closed)

Thursday

30

Winter Holidays (College closed)

Friday

31

New Year's Day

Winter Holidays (College closed)

Saturday

1

Winter Holidays (College closed)

Sunday

2

January **2011**

Winter Holidays (College closed)

Monday

3

Tuesday

4

Spring Semester 2011: Registration

Wednesday

5

Spring Semester 2011: Course Cancellation

Thursday

6

Spring 2011-FastForward 1: Registration Ends

Friday

7

Saturday

8

Sunday

9

January 2011

Spring 2011 Full Term & FastForward 1: Classes Begin **Monday**
 Spring 2011 Full Term & FastForward 1: Drop/Add **10**

Spring 2011 Full Term & FastForward 1: Drop/Add **Tuesday**
11

Spring 2011 Full Term & FastForward 1: Drop/Add **Wednesday**
12

Spring 2011 Full Term: Drop/Add **Thursday**
13

Spring 2011 Full Term: Drop/Add **Friday**
 Spring 2011-Weekend 1: Registration Ends **14**

Spring 2011-Weekend 1: Classes Begin **Saturday**
 Spring 2011-Weekend 1: Drop Classes **15**

Spring 2011-Weekend 1: Drop Classes **Sunday**
16

January 2011

Martin Luther King Day **Monday**
 Martin Luther King Holiday (College closed to the public)
 Spring 2011-Weekend 1: Drop Classes **17**

Spring 2011-Weekend 1: Drop Classes **Tuesday**
18

Spring 2011-Weekend 1: Drop Classes **Wednesday**
19

Student Activity Period **Thursday**
 Palmer Campus - 11:30 How to Read a College Textbook
 Palmer Campus - 12:00 and 5:15 College Survival Skills
 Spring 2011-Weekend 1: Drop Classes **20**

Spring 2011-Weekend 1: Drop Classes **Friday**
21

Saturday
22

Sunday
23

January 2011

Monday
24

Main Campus - 10:00 Time Management Skills for College

Tuesday
25

Main Campus - 2:00 Time Management Skills for College

Wednesday
26

Thursday
27

Friday
28

Saturday
29

Sunday
30

January-February 2011

Monday
31

Tuesday
1

Wednesday
2

Thursday
3

Spring 2011-Weekend 1: Last Day to Withdraw with a Grade of W

Friday
4

Saturday
5

Spring 2011-Weekend 1: Classes End

Sunday
6

February 2011

Monday

7

Tuesday

8

Wednesday

9

Thursday

10

Friday

11

Spring 2011-Weekend 1: Exams

Saturday

12

Sunday

13

February 2011

Valentine's Day

Monday

14

Spring 2011-FastForward 1: Last Day to Withdraw with a Grade of W

Tuesday

15

Student Activity Period

Wednesday

Palmer Campus - 9:10 and 5:15 Test Taking Strategies

16

Main Campus - 4:00 Test-taking Skills

Thursday

17

Spring 2011-Weekend 2: Registration Ends

Friday

Main Campus - 12:30 Test-taking Skills

18

Spring 2011-Weekend 2: Classes Begin

Saturday

Spring 2011-Weekend 2: Drop Classes

19

Spring 2011-Weekend 2: Drop Classes

Sunday

20

February 2011

President's Day **Monday**
Spring 2011-Weekend 2: Drop Classes **21**

Spring 2011-Weekend 2: Drop Classes **Tuesday**
22

Spring 2011-Weekend 2: Drop Classes **Wednesday**
23

Spring 2011-Weekend 2: Drop Classes **Thursday**
24

Spring 2011-Weekend 2: Drop Classes **Friday**
25

Saturday
26

Sunday
27

February-March 2011

Graduation Ceremony Application/Cap and Gown Order Deadline
(Late fees will apply after the deadline) **Monday**
Spring 2011-FastForward 1: Classes End **28**
Spring 2011 - FullTerm - Midterm

Spring 2011-FastForward 1: Exams **Tuesday**
1

Spring 2011-FastForward 1: Exams **Wednesday**
Spring 2011-FastForward 2: Registration Ends **2**

Spring 2011-FastForward 2: Classes Begin **Thursday**
Spring 2011-FastForward 2: Drop/Add **3**

Spring 2011-FastForward 2: Drop/Add **Friday**
4

Saturday
5

Sunday
6

March 2011

Monday

7

Main Campus - 11:30 Am I Stressed or Depressed?

Tuesday

8

Wednesday

9

Thursday

10

Spring 2011-Weekend 2: Last Day to Withdraw with a Grade of W

Friday

11

Saturday

12

Spring 2011-Weekend 2: Classes End

Sunday

13

March 2011

Student Holiday

Monday

14

Student Holiday

Tuesday

15

Student Holiday

Wednesday

16

Student Holiday

Thursday

17

Student Holiday

Friday

18

Spring 2011-Weekend 2: Exams

Saturday

19

Sunday

20

March 2011

Student Activity Period	Monday
Palmer Campus - 10:20 and 5:15 Pros & Cons of Withdrawing	21

	Tuesday
	22

	Wednesday
	23

	Thursday
	24

Spring 2011-Weekend 3: Registration Ends	Friday
	25

Spring 2011-Weekend 3: Classes Begin	Saturday
Spring 2011-Weekend 3: Drop Classes	26

Spring 2011-Weekend 3: Drop Classes	Sunday
	27

March-April 2011

Spring 2011-Weekend 3: Drop Classes	Monday
Main Campus - 2:00 Should I Withdraw?	28

Spring 2011-Weekend 3: Drop Classes	Tuesday
	29

Spring 2011-Full Term: Last Day to Withdraw with a Grade of W	Wednesday
Spring 2011-Weekend 3: Drop Classes	30

Spring 2011-Weekend 3: Drop Classes	Thursday
	31

Financial Aid Priority Date to have a completed FA file in order to have funds available for Summer Semester	Friday
Spring 2011-Weekend 3: Drop Classes	1

	Saturday
	2

	Sunday
	3

April 2011

Monday

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

8

Saturday

9

Sunday

10

April 2011

Monday

11

Tuesday

12

Wednesday

13

Spring 2011-FastForward 2: Last Day to Withdraw with a Grade of W

Thursday

14

Spring 2011-Weekend 3: Last Day to Withdraw with a Grade of W

Friday

Financial Aid Verification Priority Date to have verification complete in order to have funds available for Summer Semester 2011

15

Saturday

16

Spring 2011-Weekend 3: Classes End

Sunday

17

April 2011

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Good Friday

Friday

Good Friday (classes held)
Main Campus - 10:30 How to Survive Exams

22

Student Holiday

Saturday

23

Easter Sunday

Sunday

24

April-May 2011

Spring 2011-FullTerm: Classes End

Monday

Spring 2011-FullTerm: Deadline for Make-up Tests, Retest, Distance Learning
Test other than Final
Main Campus - 1:00 How to Survive Exams

25

Spring 2011-FullTerm: Exams

Tuesday

26

Spring 2011-FullTerm: Exams

Wednesday

Spring 2011-FastForward 2: Classes End

27

Spring 2011-FullTerm & FastForward 2: Exams

Thursday

28

Spring 2011-FullTerm & FastForward 2: Exams

Friday

29

Spring 2011-Weekend 3: Exams

Saturday

30

Sunday

1

May 2011

Maymester 2011: Application Deadline **Monday** 2

Spring 2011-FullTerm & FastForward 2: Exams

Tuesday 3

Wednesday 4

Thursday 5

TTC Graduation Ceremony **Friday** 6

Awards Day Program
Maymester 2011: Registration Ends



Saturday 7

Mother's Day **Sunday** 8

May 2011

Maymester 2011: Classes Begin **Monday** 9

Maymester 2011: Drop/Add

Tuesday 10

Confederate Memorial Day Observed
(Maymester classes held. College closed to the public)

Wednesday 11

Thursday 12

Friday 13

Saturday 14

Sunday 15

May 2011

Summer Semester 2011: Application Deadline **Monday**
16

Tuesday
17

Palmer Campus - 12:30 Stress Relief **Wednesday**
Main Campus - 3:30 Test-taking Skills 18

Main Campus - 1:00 Test-taking Skills **Thursday**
19

Maymester 2011: Last Day to Withdraw with a Grade of W **Friday**
20

Saturday
21

Sunday
22

May 2011

Monday
23

Summer Semester 2011: Registration **Tuesday**
24

Wednesday
25

Maymester 2011: Classes End **Thursday**
Summer Semester 2011: Course Cancellation 26

Maymester 2011: Exams **Friday**
Summer 2011-Weekend 1: Registration Ends 27
Summer 2011-FastForward 1: Registration Ends

Summer 2011-Weekend 1: Classes Begin **Saturday**
Summer 2011-Weekend 1: Drop Classes 28

Summer 2011-Weekend 1: Drop Classes **Sunday**
29

May-June 2011

Memorial Day

Memorial Day (Summer classes held. College closed to the public) **Monday 30**
 Summer-FullTerm & FastForward 1: Classes Begin
 Summer-FullTerm & FastForward 1: Drop/Add
 Summer 2011-Weekend 1: Drop Classes

Summer-FullTerm & FastForward 1: Drop/Add **Tuesday 31**
 Summer 2011-Weekend 1: Drop Classes

Summer-FullTerm: Drop/Add **Wednesday 1**
 Summer 2011-Weekend 1: Drop Classes

Summer 2011-Weekend 1: Drop Classes **Thursday 2**

Summer 2011-Weekend 1: Drop Classes **Friday 3**

Saturday 4

Sunday 5

June 2011

Monday 6

Student Activity Period **Tuesday 7**
 Palmer Campus - 10:30 How to Read a College Textbook
 Main Campus - 1:00 College Survival Skills
 Palmer Campus - 11:00 and 5:15 College Survival Skills

Main Campus - 10:30 College Survival Skills **Wednesday 8**

Thursday 9

Friday 10

Saturday 11

Sunday 12

<i>June</i> 2011	
	Monday 13
	Tuesday 14
	Wednesday 15
	Thursday 16
Summer 2011-Weekend 1: Last Day to Withdraw with a Grade of W Summer 2011-FastForward 1: Last Day to Withdraw with a Grade of W	Friday 17
	Saturday 18
<i>Father's Day</i> Summer 2011-Weekend 1: Classes End	Sunday 19

<i>June</i> 2011	
	Monday 20
	Tuesday 21
	Wednesday 22
	Thursday 23
Summer 2011-FastForward 1: Classes End	Friday 24
Summer 2011-Weekend 1: Exams	Saturday 25
	Sunday 26

June-July 2011

Summer 2011-FastForward 1: Exams **Monday**
27

Summer 2011-FastForward 1: Exams **Tuesday**
28

Summer-FullTerm: Midterm **Wednesday**
29

Thursday
30

Summer 2011-Weekend 2: Registration Ends **Friday**
Summer 2011-FastForward 2: Registration Ends 1

Independence Day Holiday (College closed) **Saturday**
2

Independence Day Holiday (College closed) **Sunday**
3

July 2011

Independance Day **Monday**
Independence Day Holiday (College closed) 4

Student Holidays **Tuesday**
5

Student Holidays **Wednesday**
6

Student Holidays **Thursday**
7

Student Holidays **Friday**
8

Summer 2011-Weekend 2: Classes Begin **Saturday**
Summer 2011-Weekend 2: Drop Classes 9

Summer 2011-Weekend 2: Drop Classes **Sunday**
10

July 2011

Summer 2011-FastForward 2: Classes Begin
Monday
 11

Main Campus - 10:30 How to Choose a Career
Tuesday
 12

Student Activity Period
Wednesday
 13

Summer 2011-Weekend 2: Drop Classes
Thursday
 14

Summer 2011-Weekend 2: Drop Classes
Friday
 15

Saturday
 16

Sunday
 17

July 2011

Monday
 18

Tuesday
 19

Wednesday
 20

Summer-FullTerm: Last Day to Withdraw with a Grade of W
Thursday
 21

Friday
 22

Saturday
 23

Sunday
 24

<i>July</i>	<i>2011</i>
	Monday 25
	Tuesday 26
Main Campus - 10:30 How to Survive Exams	Wednesday 27
Main Campus - 4:30 How to Survive Exams	Thursday 28
Summer 2011-Weekend 2: Last Day to Withdraw with a Grade of W Summer 2011-FastForward 2: Last Day to Withdraw with a Grade of W Summer 2011-Weekend 2: Classes End	Friday 29
	Saturday 30
Summer 2011-Weekend 2: Classes End	Sunday 31

<i>August</i>	<i>2011</i>
	Monday 1
	Tuesday 2
	Wednesday 3
	Thursday 4
Summer-FullTerm: Classes End Summer-FullTerm: Deadline for Make-up Tests, Retest, Distance Learning Test other than Final Summer 2011-FastForward 2: Classes End	Friday 5
Summer-FullTerm & Weekend 2: Exams	Saturday 6
Summer-FullTerm: Exams	Sunday 7
Summer 2011-Full Term & FastForward 2: Exams	Monday 8
Summer 2011-Full Term & FastForward 2: Exams	Tuesday 9
Summer-FullTerm: Exams	Wednesday 10

Glossary of College Terminology

Every organization has a unique language. Thousands of colleges and universities in the United States are collectively referred to as institutions of higher learning and they all generally use the same language.

Sometimes you get the right answer to a question you asked, but the wrong answer to the question you thought you asked because you didn't know the College's language.

You can misunderstand important information given to you from a college office because you are not familiar with college terminology.

College life will be less complicated if you familiarize yourself with College language.

Definitions of words specific to Financial Aid are found in the Definitions in the Financial Aid section.

Academic Advisor - An instructor in an academic program who advises students concerning academic programs and class schedules. Counselors serve as academic advisors to students who are undecided on a major.

Academic Calendar - The official college calendar showing deadlines, holidays, student activity events, etc. An annual academic calendar is in the college catalog and the student handbook. A more detailed calendar is found in each semester's *On Course* and online (www.tridenttech.edu).

Academic Suspension - This occurs after any three consecutive terms of enrollment in which your term GPA is below 2.0, and the first term in which your cumulative GPA is below 2.0.

Advanced Standing - The awarding of academic credit for courses/tests/training taken at other colleges and universities that you transfer to TTC.

Acceptance to college - Fulfilling the entrance requirements for enrollment in courses.

Alumni - All graduates.

Applying to College - Submitting a completed admissions application to the College's Admissions Office and paying the application fee.

Associate Degree - A two-year college degree.

Auditing - Attending a course without receiving credit.

Bridge Courses - nondegree credit courses that cover high school level content. These courses are offered for students

who need to brush up on concepts previously learned or never taken in high school.

Catalog - A College publication with important information about admissions, registration, student services, academic requirements and programs of study.

Certificate - A one-year or less academic program.

Class Schedule - The times (hours and days), locations (campus, building, room number), and instructors for courses during a term or semester. Copies of students' class schedules are available from their academic advisor or from TTC Express.

Continuing Education (CE) - A division of the college that offers noncredit training. These courses are not paid for by traditional financial aid.

Cooperative Education (Co-op) - Combines a student's classroom instruction with actual work experience; a student may receive course credit.

Corequisite - A course that must be taken at the same time as another course.

Cost of Attendance (see Financial Aid definitions)

Counselor - An employee in TTC's Counseling and Career Development Services who can help students with personal, academic, and disability accommodation problems and is trained to take students through the career decision-making process. TTC's counselors are the academic advisors for undecided students until the students make a decision about their major.

Course in a Bag - Video course. Students purchase the textbook and receive a study guide with the instructor on video tapes after making a deposit. Tests are taken in the Testing Center on any campus. At the end of the semester, students return the video tapes to the bookstore for a refund of the deposit.

Credit - The amount of work a student completes is referred to as credit hours. Each course is assigned a specific number of credits based on the amount of time spent in class and/or lab. To receive a degree, diploma or certificate, a specified number of credits is required.

Credit by exam - A student can receive credit for a specified course if he/she passes an exam. There are several types of exams, such as CLEP, AP and challenge. Students should ask their academic advisor about this option.

Curriculum - The courses offered in a program of study.

Dean - The head of an academic division or an area within the college.

Default - (see Financial Aid definitions)

Department - One of several units in a division.

Desire2Learn (D2L) - TTC's learning management system which provides all instructional communications, content, assignments, and grades.

Developmental Courses - Nondegree course work designed to develop skills students need to be successful in a program of study.

Diploma Program - One-year degree program.

Drop/Add - The process where enrolled students make changes to their original class schedule that occurs during the first few days of each semester. The number of days varies for each session. Check the academic calendar for dates.

Dual Credit - Courses taken at a college that will be counted toward high school and college graduation. Special arrangements must be made before enrolling in these courses. Students should start with their high school counseling office or the principal's office if they are interested.

Dual Major - Students may declare two majors and take courses in both majors at the same time.

Eligible Program - (see Financial Aid definitions)

Expected Family Contribution (EFC) - (see Financial Aid definitions).

FAFSA - (see Financial Aid definitions)

Fast Forward Courses - Accelerated courses that are 5-7 weeks in length.

Federal Work-Study - (see Financial Aid definitions)

Financial Aid - (FA) financial assistance to help pay for college tuition, fees, and materials. It includes grants, loans, GI Bill, tuition assistance and scholarships.

Flex Classes - College courses that are offered in formats other than the traditional full semester. Examples: weekend college, online, course in a bag, fast forward.

Full-time - Enrollment in at least 12 credit hours of coursework. Typically, this is four courses.

Grade Point Average (GPA) - A system of measuring students' course averages by using points for each grade. Learn how to calculate your own GPA by going to <http://www.tridenttech.edu> > Current Students > Registrar's Office > Calculating GPA

Graduation - The final awarding of a degree, diploma, or certificate at TTC. Students must apply at the Registrar's office for graduation to receive the program credential and to participate in the official ceremony. Students do not have to attend the ceremony to receive their program credential.

Grants - (see Financial Aid definitions).

Learning Center - A learning lab with audio/visual and computer resources and tutoring services.

Learning Resource Center (LRC) - The library and its online offerings.

Loan - (see Financial Aid definitions)

Lottery-Funded Tuition Assistance (LTA) - (see Financial Aid definitions)

Major - Your program of study or the degree you wish to earn.

Matriculation - Official enrollment and progressing as a student in college.

my.tridenttech - TTC's student web portal which provides non-instructional student email, club sites, announcements, message boards, calendars, and Google Docs.

Nondegree student - A student who is attending college but has not selected a program of study. These students are not eligible for most types of financial aid.

On Course - TTC's class schedule which includes a college calendar and general information about admissions, registration and financial aid.

Online - Using the internet. TTC offers courses, e-mail and registration that are accessed from its home web site (www.tridenttech.edu).

Open Advising Session - Group sessions offered once per month for prospective nursing students. Also, available at www.tridenttech.edu.

Orientation - New student orientation is an opportunity for students to learn what services are available and how processes work at a college.

Orientation Center - a place for new students to learn the processes and services available for them at a college. You will also be assigned your academic advisor. TTC's orientation is a walk-in service available every day the college is open.

Orientation Leader - An employee in TTC's Orientation Centers who orients new students to TTC and its services, registers nondegree students, and answers general questions about the college. Orientation Leaders are not academic advisors.

Part-time - Enrollment in less than 12 credit hours of coursework. Most financial aid will pay for part time enrollment. Each type of financial aid has its own rules about enrollment. Be familiar with the type of financial aid you have and follow its regulations.

Pell Grant - (see Financial Aid definitions)

Pin Number - (see Financial Aid definitions)

Placement Test - A test of current skill-level in English, reading, and mathematics. Students who do not have qualifying SAT or ACT test scores, or who have not

transferred in math and English courses from a regionally accredited college will be asked to take all or part of the TTC Placement Test. Students will be placed into courses based on the results of this test. Opportunities for retesting are based on prescribed retest ranges and are discussed with each student at new student orientation. Initial placement testing is free; however, any additional testing requires payment of a retest fee.

Prerequisite - A completed course or specified test scores needed to enroll in another course.

Priority Registration - The major registration period for current, returning, readmitted and early accepted new students that occurs prior to Registration Day for the upcoming semester.

Probation - 1) Academic: A warning signal that indicates poor academic performance. A student is placed on probation if his or her grade point average falls below the standards established by the College. 2)(see Financial Aid definitions)

Program of Study - Your major or the degree you wish to earn.

Promissory Note - (see Financial Aid definitions).

Registration - Entering course selections into the college's computerized registration system to reserve your seat in a class. All students must apply and be accepted to the college before they can register for classes.

Residency - The establishment of a student's official domain location for the purposes of tuition and fees. Tuition rates at public colleges in South Carolina are determined by an individual's official domain location based on the state of South Carolina residency policies. See <http://www.che.sc.gov/StudentServices/Residency/Residency.htm> for more information.

Retest - An opportunity to take all or part of the placement test again if scores are in prescribed retest ranges.

Selective Service Registration - (see Financial Aid definitions)

Semester - A typical length of time classes are offered at a college - usually 15 weeks.

Student email - TTC's student e-mail system which is available to students after applying to the college.

South Carolina State Free Tuition

Program - (see Financial Aid definitions)

Student Aid Report (SAR) - (see Financial Aid definitions)

Student ID - A picture identification card that is required for students to show in various college offices and labs for services.

Student ID number - A number generated by TTC's electronic student database system when a student's application is entered. This number is used in lieu of a social security number on college documents. The number is displayed on a student's ID card and on the My Profile screen in TTC Express.

Subsidized Loan - (see Financial Aid definitions)

Suspension - 1) Academic: A period of time when students are not permitted to attend classes due to below minimum academic performance or disciplinary actions. 2) (FA) (see Financial Aid definitions)

Syllabus - A document distributed to students by the instructor. It shows the course description and objectives, the grading system and other important information.

Transcript - An official record of all academic work attempted by a student. It may contain the course number, title of each course taken and the final grade received. In addition, there may be a compilation of the number of credits, number of grade points and the grade point average.

Transfer - Moving from one college to another where courses from one college may count toward a degree at another college. The college awarding the degree makes the decision as to whether a course transferred in from another college will count toward the degree. Students must have their official transcript sent to TTC's registrar's office for evaluation.

TTC Express - TTC's student registration/ records software. Students receive an account within several days of applying to the college and can view their application status and records, register for classes, pay for fees, apply for graduation and much more.

Undecided - A student who plans to earn a degree, has not chosen a program but is exploring career options, and has met the admissions requirements for most associate degree programs. These students are not eligible for most types of financial aid.

Unsubsidized Loan - (see Financial Aid definitions)

Warning - (see Financial Aid definitions)

Weekend College - Courses that are completed in five weeks. Students register for one course that meets all day Saturday and Sunday afternoon for five consecutive weekends.

Withdrawal - Until a published last date to withdraw, a student may remove themselves from a class with no punitive grade.